

KINDS OF QUOTATIONS

- **Direct quotations:** The use and documentation of a person's exact words.
 - **The motorist said, "I hate all pedestrians."**
- **Indirect quotations:** The reporting of what was said rather than the quoting of the exact statement. Words from the original will be changed and/or omitted.
 - **The motorist told me that he hated all pedestrians.**
- **Integrated Quotations:** Quoted material forms a grammatical part of the sentence in which it occurs. Consider the quoted matter to be the direct object of the verb in the following example.
 - **St. Paul declared that "it is better to marry than to burn."**

PUNCTUATION TIPS WITH QUOTATIONS

Periods, commas, etc.:

- Place periods and commas **inside** quotation marks.
 - The hostess said, "I'll show you to your table now."
 - The hostess said, "I'll show you to your table now," as she turned toward the dining room.

Ellipses:

- Use these when you want to omit a word or words that would otherwise complete the total construction of a sentence.

Brackets:

- Use these when you find it necessary to clarify or to insert personal comments into a quotation.
 - One critic indicated that "we must avoid the temptation to read [The Scarlet Letter] heretically." **(to clarify)**
 - "John F. Kennedy [was] an immortal figure of courage to most Americans." **(to correct grammatical structure)**
 - Jackson believed that "all men *and* women [emphasis mine] were created equal in the eyes of God." **(to note the addition of emphasis)**
 - "John F. Kennedy, assassinated in November 1964 [sic], became an immortal figure in American history." **(to indicate that you are aware of an error in the original)**

INTRODUCTORY VERBS

Too often writers rely on verbs such as “said,” “says,” “writes,” “thinks,” and “feels” when citing the author of a quotation. Avoid these overused verbs—instead try some of the following :

insists, argues, suggests, declares, adds, proposes, concludes, explains, finds, states, agrees, claims, believes, implies, continues, establishes, compares, notes, maintains, observes, admonishes, contends, warns, advises, asserts

TEMPLATES FOR INTRODUCING QUOTATIONS

- X states, “_____.”
- As the prominent philosopher X puts it, “_____.”
- According to X, “_____.”
- X himself writes, “_____.”
- In her book, _____, X maintains that “_____.”
- Writing in the journal *Commentary*, X complains that “_____.”
- In X’s view, “_____.”
- A agrees when she writes, “_____.”
- X disagrees when he writes, “_____.”
- X complicates matters further when she writes, “_____.”

Adapted from They Say, I Say (Graff and Birkenstein 166-67)

TEMPLATES FOR EXPLAINING QUOTATIONS

- Basically, X is saying _____.
- In other words, X believes _____.
- In making this comment, X argues that _____.
- X is insisting that _____.
- X’s point is that _____.

The essence of X’s argument is that _____. Adapted from They Say, I Say (Graff and
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