

## USING DIRECT QUOTATIONS

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|--------------------------|--|
| <b>Direct Quotations</b> | Phrases, sentences, or paragraphs that are copied word for word from someone else’s writing. When using direct quotations, enclose the words in quotation marks. <b>Use direct quotations sparingly.</b> If you don’t have a good reason to use a quote, it is better to paraphrase it into your own words. Be sure to provide the source information. |
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### Example of a direct quotation:

The professor emphasizes,  
“Your essays must be submitted on time” (22).

#### Notice that:

- a comma comes before the direct quotation
- quotation marks are put around the speaker’s exact words
- the quote begins with a capital letter
- the period is inside the quotation marks
- the first time a source is quoted, the complete title of the work and author’s full name is given

### Punctuation of Direct Quotations:

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|--|---|
| <p><b>Periods and commas are placed inside the quotation marks.</b></p> <p><i>Note:</i> There is an exception to this rule. When you are citing in MLA style, using parenthetical in-text citations, the period comes after the citation in parentheses.</p> | <p><b>Example:</b> “Be sure to bring your AHC ID card,” she said. “You will need it every time you come into the Writing Center.”</p> <p><b>Example:</b> In <i>The House on Mango Street</i>, Sandra Cisneros describes, “The dog is big, like a man dressed in a dog suit, and runs the same way its owner does, clumsy and wild and with the limbs flopping all over the place like untied shoes” (21).</p> |
| <p><b>Question Marks and Exclamation Points are placed inside the quotation marks except when they are part of the whole sentence.</b></p>   | <p><b>Example:</b> “Are you ready for the test?” the instructor asked the class. Do you know that Allan Hancock College’s motto is, “Start here, go anywhere”?</p>  |

### A List of Tags (Signal Phrases)

|              |            |          |          |           |
|--------------|------------|----------|----------|-----------|
| acknowledges | adds       | admits   | comments | describes |
| agrees       | believes   | claims   | denies   | grants    |
| confirms     | contends   | declares | explains | observes  |
| disputes     | emphasizes | endorses | notes    | reports   |
| illustrates  | implies    | insists  | rejects  | suggests  |
| points out   | reasons    | refutes  | states   | compares  |
| responds     | reveals    | shows    | asserts  | argues    |
| thinks       | writes     |          |          |           |

**\*Note that when quoting literary passages, you use present tense for the tags.**

## Correct use of Tags:

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| <p>A <i>tag</i> such as <i>states</i> often <i>introduces</i> the quotation and is followed by a comma.</p> | <p><b>Example:</b> In his short story, “The Celebrated Jumping Frog of Calaveras County,” Mark Twain <b>states</b>, “He never smiled, he never frowned, he never changed his voice.”</p> |
| <p>If the <i>tag interrupts</i> a passage, set it apart by commas.</p>                                      | <p><b>Example:</b> “All through the interminable narrative,” <b>continues Twain</b>, “there ran a vein of impressive earnestness.”</p>   |
| <p>If the <i>tag appears at the end</i>, use a comma to set it apart from the quotation.</p>                | <p><b>Example:</b> “I let him go on in his own way and never interrupted him once,” <b>concludes Twain</b>.</p>  |

### A Quote within a Quote

Use single quotes to enclose a quotation within a quotation.

**Example:** Dr. Kappen said, “In *Pride and Prejudice*, Mr. Darcy states, ‘Every savage can dance’” (25).

## How to use an Ellipsis

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| <p><b>Ellipsis Instructions:</b></p> | <p>An ellipsis is used to shorten a quotation with three evenly spaced dots (. . .). Use the following key strokes: “period,” “space bar,” “period,” “space bar,” “period.” The ellipsis is used to indicate that a portion of a quoted passage has been <b>left out</b> of the quotation. Only use an ellipsis at the beginning of the text if the remaining text is a fragment.</p> |
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| Quotation with an Ellipsis:   | Example:  |
|---|---|
| <p><b>Quotation with an ellipsis at the beginning of the text and the parenthetical reference at the end:</b></p> | <p>Toni Morrison believes writing “. . . is also awe and reverence and mystery and magic” (438).</p>                                  |
| <p><b>Quotation with an ellipsis within the text and the parenthetical reference at the end:</b></p>              | <p>Toni Morrison believes, “If writing is thinking and discovery . . . is also awe and reverence and mystery and magic” (438).</p>    |
| <p><b>Quotation with an ellipsis after the text but before the parenthetical reference:</b></p>                   | <p>Toni Morrison believes, “If writing is thinking and discovery and selection and order, is also awe and reverence . . .” (438).</p> |