

Guide for using Quotes

How To Use Quotes

Know when to use it

Use quotes when you need to back up or support a claim in your writing

Use with intention

Don't just use a quote because you can. Incorporate quotes that will help move your paper along or support your ideas. Be purposeful! A good general rule to follow is that *a quote should never be a standalone sentence.*

Cite properly

Check with the style you are using to make sure you are citing properly, when in doubt, **ask.**

How many types of quotes are there?

There are three types of quotations you can use in your paper:

Direct quotes

Word for word from the source.

Paraphrasing

Expressing the same idea as the author with different words

Block quotations

Larger sections of word for word quotes. Block quotes are usually centered or indented from the main paragraph, have no quotation marks, and include regular punctuation at the end of the quote.

Block quotes usually have slightly different guidelines for formatting in each style. Check the formatting for the style you are using to be sure of the line requirements for using block quotes.

What are the parts of a quote? And how do I use it?

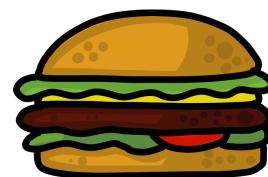
Think about using a quote like **building a hamburger.**

The **top bun** is your signal phrase,

the **meat** is the quote,

lettuce and tomato is the explanation,

and the **bottom bun** is the citation.



Below are some examples using this article from The New York Times: [How Peppers Proliferated the Planet.](#)

Signal Phrase

Signal Phrases introduce the quote. They usually establish who said the quote or where it comes from. Generally, signal phrases are followed by a comma. But in certain cases, when the signal phrase is a full sentence it should be followed by a colon or a period.

Example signal phrase:

According to scientists at the Research Center for Vegetable and Ornamental Crops in Italy, an examination of genetics revealed the hidden lives of peppers. In a recent paper, they discuss...

Quote/paraphrase

The source material!

Example quotes:

***“how one colonial power’s trading networks may have spread peppers far and wide.”
“ended up sweet and crisp while others gained their fiery edge.”***

Explanation

After you quote your source, you must tell the reader what it means and what it proves in relation to your topic. Don't trust the quotation to speak for itself.

Example explanation:

This paper gives insight to how through centuries of breeding and growing peppers all over the world, we have created a variety of peppers of different heat and sweetness levels.

Citation

This will depend on the style you are writing in. MLA, Chicago, or APA all have slightly different intext citation methods. Check with your professor if you have questions.

Put it together!

According to scientists at the Research Center for Vegetable and Ornamental Crops in Italy, an examination of genetics revealed the hidden lives of peppers. In a recent paper, they discuss “how one colonial power’s trading networks may have spread peppers far and wide” and how some peppers potentially “ended up sweet and crisp while others gained their fiery edge.” This paper gives insight to how through centuries of breeding and growing peppers all over the world, we have created a variety of peppers of different heat and sweetness levels (Citation).

Some quote tips!

Need to add your own words to a quote? Use [Brackets]

Sometimes you may need to add words to quotes to clarify an idea or to change the tense of a word to fit with the sentence. In these cases, use a [bracket] to add that word or modifier.

Need to take out part of a quote? Use Ellipsis ...

Sometimes you find the perfect quote but it may be too long or have excess or irrelevant information.

Take out the part that is not needed and replace it with an ellipsis (the three dots...) then continue with the quote. Normally, Word will put a space between each dot, but if it doesn't, remember to do it yourself!