BCSS : Using Quotations

Library Resource

Target: *I can evaluate the information critically and understand the legal and ethical issues related to accessing and using information*

It is important to integrate your quotes into your argument. This provides credibility to you as the author of the paper and establishes overall flow within your paragraphs. Consider the following strategies when integrating your quotes:

Use a short introductory phrase (not a complete sentence) and a comma.

    In the article [text title], X writes, "[quote]"

    In the words of X, "[quote]"

    As X suggests in [text title], "[quote]"

    In X's perspective, "[quote]"

    X concurs when he notes, "[quote]"

    According to X, "[quote]"

Use a complete sentence and a colon.

    X emphasizes _____: "[quote]"

    X argues _____: "[quote]"

    X supports _____: "[quote]"

Integrate a quoted fragment within a sentence using the word 'that'. These fragments should be short and flow naturally within the sentence.

    In [text title], X demonstrates that "[quote fragment]"

    In [text title], X declares that "[quote fragment]"

    In [text title], X reveals that "[quote fragment]"

    In [text title], X concludes that "[quote fragment]"

Integrate a quoted fragment within a sentence without the word 'that'. These fragments should be short and flow naturally within the sentence.

    X considers ____ to be "[quote fragment]"

    X suggests "[quote fragment]"

    X's assertion regarding "[quote fragment]"

Use strong verbs. Instead of using 'the author says', try using "the author…"

Acknowledges	Believes	Demonstrates	Insists	Shows
Addresses	Challenges	Describes	Interprets	Speculates
Adds	Claims	Disputes	Justifies	States
Admits	Clarifies	Elaborates	Maintains	Stresses
Advocates	Concludes	Emphasizes	Notes	Submits
Agrees	Concurs	Examines	Observes	Suggests
Allows	Confirms	Explains	Points out	Summarizes
Analyses	Considers	Highlights	Proclaims	Supports
Approves	Corroborates	Hints	Proposes	Theorizes
Argues	Counters	Illustrates	Questions	Thinks
Articulates	Criticizes	Implies	Reasons	Underscores
Asks	Declares	Indicates	Refers	Validates
Asserts	Defends	Infers	Remarks	Wonders

Instead of using "this example shows," try using "this example…"

Clarifies	Defends	Highlights	Provokes	Stresses
Communicates	Demonstrates	Illustrates	Reinforces	Suggests
Complicates	Disproves	Implies	Relates	Summarizes
Confirms	Emphasizes	Indicates	Represents	Supports
Contradicts	Epitomizes	Negates	Reveals	Undermines
Conveys	Exemplifies	Points out	Showcases	Underscores
Corroborates	Explains	Presents	Simplifies	Validates
Debunks	Falsifies	Proves	Strengthens	Weakens

Watch your punctuation and formatting.

- Include punctuation that is part of the original quote within the quotation marks. Place any punctuation you add outside of the quotation marks.
- If the quote is more than three lines long, indent it one inch from both left and right margins. Single-space the quote. Do not use quotation marks.
- When using a fragment, use quotation marks around the fragment.
- If you skip parts of the quote, use ellipses (e.g., "no man is an island, entire of itself…any man's death diminishes me, because I am involved in mankind").
- If you change a word, but not its sense, use square brackets (e.g., any activities [they] take as a class will not matter").
- REMEMBER TO CITE YOUR WORK! Speak to a librarian for help.