



Quotations

When and how do I write quotations?

Use quotation marks with **direct quotations** (the exact words said or written by another person). This includes poetry, prose, and dialogue. **Indirect quotations** (where you have rephrased or summarized someone else's words) do not require the use of punctuation marks; indirect quotations do, however, require a citation.

Direct Quotations

Should a quote start with a capital?

If it is a *whole* (complete) sentence, the quote will start with a capital. If the quote is a part or fragment of a sentence, do not capitalize the first word.

Examples:

- Allen Wright, a home-builder, said, "Many homes popped up in the late 1980's housing boom because families wanted to live in new homes."
- Allen Wright stated that an increased number of dwellings "popped up in the late 1980's housing boom" due to a demand for new housing.

Does the size of the quotation matter?

Yes! If the quotation is:

- three or less typed lines, use quotation marks.
- four or more lines, indent the quotation by 1/2 an inch, single space it, and omit the quotation marks.

Indirect Quotations

- Do not use quotation marks for indirect quotations.
- Do not indent long indirect quotations.
- Do not place thoughts in quotation marks.

Remember:

- **Give credit where credit is due!** When using quotations, include an in-text citation that gives credit to the original owner of the idea. If you don't, you have committed plagiarism, a serious academic offense. Refer to the *APA* and *MLA Source Documentation* help cards for more information.
- Don't let quotations speak for themselves. Always introduce them with your own words and be sure to state why they are relevant.