

How to Integrate Quotations

- Readers should be able to move from your own words to the quotation without feeling a jolt.
- Use signal phrases to prepare readers for the quotation.
- To keep readers interested, vary your signal phrases.
 - e.g. Smith responds to these objections with the following analysis: “. . . ”
 - “. . . ” writes Pierre Burton, “. . . ”
 - “. . . ” claims author Mordecai Richler.
- When the signal phrase includes a verb, choose one that is appropriate in the context. Is your source arguing a point, making an observation, reporting a fact?
 - Words you might use: admits, agrees, argues, asserts, believes, claims, compares, confirms, contends, declares, denies, emphasizes, insists, notes, observes, points out, reasons, refutes, rejects, reports, responds, suggests, thinks, writes*
- It is not always necessary to quote full sentences from a source. You can also borrow a phrase and incorporate into your own sentence.

Using Ellipsis:

- Ellipsis is three periods with a space between (. . .).
 - E.g. “The poem symbolizes spring . . . and renewal.”
- Use ellipsis to indicate that you omitted words.
- When you want to omit a full sentence or more, use a period before the three ellipsis dots.
- Do not use an ellipsis mark at the beginning or end of the quotation. The only exception is when you have omitted words at the end of a final quoted sentence.
- **Do not use ellipsis to alter the meaning of the quotation.**

Using Brackets:

- Brackets are square parentheses: []
- Use brackets when you want to insert words into a quotation that are not part of the original material. This technique is especially useful if you want to clarify or explain some information provided in the quotation.
 - E.g. “He [William Shakespeare] was not for an age, but for all time.”
- Brackets can be used to indicate that you have changed one or two words within a quotation.
 - E.g. You are quoting an interview with a celebrity who is discussing his most recent film. When discussing his latest role he says, “It really took a lot out of me.”
 - When using the quote in your article, you decide to change it for clarification: “[The role] really took a lot out of me.”
- Brackets may also be used to keep a quotation grammatical within the context of the surrounding sentence.
 - e.g. The passage to be quoted reads: “Her novel was one of the first examples of Canadian Gothic fiction.” You might incorporate this quote into a sentence as, After reading the novel, it is easy to understand Woodrow’s claim that it “[is] one of the first examples of Canadian Gothic fiction.”
- **Never use brackets to alter the meaning of a quotation.**

Quotations and Punctuation:

- Punctuation, like commas, question marks and periods, go inside the quotation marks.
- If you are using footnotes, the numbers should go outside the quotation marks and after any other punctuation.
E.g. Whitman was “the voice of the nation.”¹
- If you are using parentheses for citations instead of footnotes, these should be placed outside the quotation marks, but before any other punctuation.
E.g. Whitman was “the voice of the nation” (Smith 48).

Indented Quotations:

- Indent a quotation when it is three lines or longer.
- Indented quotations are set off from the text of your essay and **do not require quotation marks**.
- If the lead into the quotation is a complete sentence, use a colon.
e.g. Othello captures Desdemona’s very essence when he speaks of her miraculous love, which transcended their difference in age, colour, beauty and culture:
She loved me for the dangers I had passed
And I loved her that she did pity them.
This only is the witchcraft I have us’d. (I.iii.167-169)
- If the lead into the quotation is not a complete sentence, use a comma.
e.g. The full meaning of this choice is expressed by Othello when he says of Desdemona,
Perdition catch my soul
But I do love thee! And when I love thee not,
Chaos is come again. (III.iii.90-92)

Integrated Quotations:

- Quotations may be integrated into your text if they are two lines or shorter.
- Integrated quotations are woven into your sentence, and **you need to use quotation marks**.
- If the lead into the quotation is a complete sentence, use a colon.
e.g. Cassio is clearly confused about Iago’s nature: “Good night, honest Iago” (II.iii.335).
- If the lead into the quotation is not a complete sentence, use a comma.
e.g. We begin to understand the insignificance of reputation to Iago when he says,
“Reputation is an idle and false imposition, oft go without merit and lost without deserving” (II.iii.267-69).
- If you use a quotation to express your own thoughts or ideas, no punctuation is necessary.
e.g. What we see here is Iago’s plan to put Othello “into a jealousy so strong / That judgment cannot cure” (II.i.301-02).

Citations:

- Whenever you quote, paraphrase or otherwise use information from a source that is not considered common knowledge, you must acknowledge it. This acknowledgement is called citation.
- There are many different ways to cite a source, but we will only be using one style.

- For English papers, writers usually use a form of citation that is called MLA style. This format provides information about the source in parentheses next to the quote, paraphrase or information taken from the source.
 - An MLA citation usually includes the author's name and the page number where the information was taken from in the parentheses. E.g. (Chen 37)
 - There should be no commas between the author's name and the page number.
 - For very short articles, it is better to use the number of the paragraph rather than the page number. E.g. (Sanderson par. 7)
 - When quoting poetry, you give the line or lines from the poem not the page number even if it is a very long epic. E.g. (Milton 89-94)
 - When citing a piece of drama, include the act number, scene number and line numbers. It is only necessary to mention the author if you are discussing more than one play.
 - If two or more of your sources are written by the same author, it is usually best to use the title of the text rather than the author's name in the citation. If the titles are very long, it is okay to shorten them as long as the reader will understand what text you are referring to. For example, if you were comparing the Harry Potter books, your citations for quotes from *Harry Potter and the Sorcerer's Stone* and *Harry Potter and the Prisoner of Azkaban* might look like this (*Sorcerer* 56) and (*Azkaban* 121). Or they might look like this: (HP1 56) and (HP3 121).
 - When you are discussing more than one play or poem by the same author in an essay, this same method applies, but instead of page numbers use line numbers for poems and act, scene and line numbers for plays.
- All the texts you cite in a paper should be included in a list of works cited at the end of your paper. It should list the author, title, place of publication and date of publication. In the case of shorter works in an anthology, it should also include the page numbers where the piece can be found and the editors of the anthology. The standard format for a book, a poem, a play, an article and a short story to follow.

Novel or Book:

Tan, Amy. *The Kitchen God's Wife*. New York: Ivy Books, 1991.

Poem:

Akiwenzie-Damm, Kateri. "stray bullets (oka re/vision)." *Native Poetry in Canada*. Eds. Jeanette C. Armstrong and Lally Grauer. Peterborough: Broadview, 1989. 321-322.

Play:

Shakespeare, William. *Othello*. New Haven: Yale University Press, 1956.

Article:

Laurence, Margaret. "Where the World Began." *Viewpoints 11*. Eds. Amanda Joseph and Wendy Mathieu. Toronto: Prentice Hall, 2001. 326-332

Short Story:

Robinson, Eden. "Queen of the North." *Traplins*. New York: Vintage, 1998.

These are just the basics. More information about citing other types of sources (eg. CD-ROMS, websites, government publications, etc.) can be found at [Purdue OWL](#) or in the MLA Handbook.