Quoting Techniques

Purpose of using a quote from another source:
To introduce an idea, support a point, or illustrate a position

Three types of quotations are partial, complete, or block.
- **Partial:** Use a part of a sentence to convey a phrase that you could not say better in your own words.
  - Example: However, there are those who “contend that preferences are unfair.”
- **Complete:** Integrate a whole sentence into a paragraph when the meaning of the passage cannot be conveyed with a few choice words.
  - Example: McGough says, “Many students who come in at the intermediate level often have studied English for ten years.”
- **Block:** Use this method when you want to quote four or more typed lines. Do not place quotation marks around this type of quotation. The whole quote is indented 1”.
  - Example: In his book, William H. Gray states:
    
    At many colleges it is acceptable to use preferences in admissions based on student characteristics such as special talents, geographic origin, and alumni legacy. The most publicized and debated preference, however, is race.

Introducing a quote:
You need to provide sufficient information about the source or use signal phrases or punctuation before putting in the quote, or else it is called an “orphan quote”—we do not know where it comes from or how it relates to the paper! The quote should also be followed by our own words, especially when it is lengthy.

Use attribution words, such as said, believed, reported, confirmed, commented, wrote, according to, or affirmed to give credit to the author you quote.

**Make sure you know the difference in meaning of each of these attributions!**
- Example: He alleged, “The defendant is guilty” versus He wondered, “The defendant is guilty.”

Modifying a quote:
Sometimes you want to shorten a quote or need to clarify it for the reader. When you do this, be sure not to alter the original meaning of the quote.

Three methods to modify a quote are:
- **Using ellipses ( . . )**
  - Example: Original sentence: You’ll hear stories of burnout and quiet desperation, of fifty- and sixty- hour weeks with no letup in sight. Modified: “You’ll hear stories of . . .fifty-and sixty- hour weeks with no letup in sight.”
- **Using brackets [ ]**
  - Example: Original sentence: It meets all the prerequisites for statehood. Modified: “[Taiwan] meets all the prerequisites for statehood.”
- **Adding emphasis by italicizing a word**
  - Example: Original sentence: Ask Americans how they are really doing. Modified: “Ask Americans how they are *really* doing.” (emphasis added).