

## USING DIRECT QUOTATIONS

<b>Direct Quotations</b>	Phrases, sentences, or paragraphs that are copied word for word from someone else’s writing. When using direct quotations, enclose the words in quotation marks. <b>Use direct quotations sparingly.</b> If you don’t have a good reason to use a quote, it is better to paraphrase it into your own words. Be sure to provide the source information.
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### Example of a direct quotation:

The professor emphasizes,  
“Your essays must be submitted on time” (22).

#### Notice that:

- a comma comes before the direct quotation
- quotation marks are put around the speaker’s exact words
- the quote begins with a capital letter
- the period is inside the quotation marks
- the first time a source is quoted, the complete title of the work and author’s full name is given

### Punctuation of Direct Quotations:

<p><b>Periods and commas are placed inside the quotation marks.</b></p> <p><i>Note:</i> There is an exception to this rule. When you are citing in MLA style, using parenthetical in-text citations, the period comes after the citation in parentheses.</p>	<p><b>Example:</b> “Be sure to bring your AHC ID card,” she said. “You will need it every time you come into the Writing Center.”</p> <p><b>Example:</b> In <i>The House on Mango Street</i>, Sandra Cisneros describes, “The dog is big, like a man dressed in a dog suit, and runs the same way its owner does, clumsy and wild and with the limbs flopping all over the place like untied shoes” (21).</p>
<p><b>Question Marks and Exclamation Points are placed inside the quotation marks except when they are part of the whole sentence.</b></p>	<p><b>Example:</b> “Are you ready for the test?” the instructor asked the class. Do you know that Allan Hancock College’s motto is, “Start here, go anywhere”?</p>

### A List of Tags (Signal Phrases)

acknowledges	adds	admits	comments	describes
agrees	believes	claims	denies	grants
confirms	contends	declares	explains	observes
disputes	emphasizes	endorses	notes	reports
illustrates	implies	insists	rejects	suggests
points out	reasons	refutes	states	compares
responds	reveals	shows	asserts	argues
thinks	writes			

**\*Note that when quoting literary passages, you use present tense for the tags.**

## Correct use of Tags:

<p>A <i>tag</i> such as <i>states</i> often <i>introduces</i> the quotation and is followed by a comma.</p>	<p><b>Example:</b> In his short story, “The Celebrated Jumping Frog of Calaveras County,” Mark Twain <b>states</b>, “He never smiled, he never frowned, he never changed his voice.”</p>
<p>If the <i>tag interrupts</i> a passage, set it apart by commas.</p>	<p><b>Example:</b> “All through the interminable narrative,” <b>continues Twain</b>, “there ran a vein of impressive earnestness.”</p>
<p>If the <i>tag appears at the end</i>, use a comma to set it apart from the quotation.</p>	<p><b>Example:</b> “I let him go on in his own way and never interrupted him once,” <b>concludes Twain</b>.</p>

### A Quote within a Quote

Use single quotes to enclose a quotation within a quotation.

**Example:** Dr. Kappen said, “In *Pride and Prejudice*, Mr. Darcy states, ‘Every savage can dance’” (25).

## How to use an Ellipsis

<p><b>Ellipsis Instructions:</b></p>	<p>An ellipsis is used to shorten a quotation with three evenly spaced dots (. . .). Use the following key strokes: “period,” “space bar,” “period,” “space bar,” “period.” The ellipsis is used to indicate that a portion of a quoted passage has been <b>left out</b> of the quotation. Only use an ellipsis at the beginning of the text if the remaining text is a fragment.</p>
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Quotation with an Ellipsis:	Example:
<p><b>Quotation with an ellipsis at the beginning of the text and the parenthetical reference at the end:</b></p>	<p>Toni Morrison believes writing “. . . is also awe and reverence and mystery and magic” (438).</p>
<p><b>Quotation with an ellipsis within the text and the parenthetical reference at the end:</b></p>	<p>Toni Morrison believes, “If writing is thinking and discovery . . . is also awe and reverence and mystery and magic” (438).</p>
<p><b>Quotation with an ellipsis after the text but before the parenthetical reference:</b></p>	<p>Toni Morrison believes, “If writing is thinking and discovery and selection and order, is also awe and reverence . . .” (438).</p>