How to Quote

What is a Quote?
A quote is word-for-word copying of another person’s writing. As long as you cite the person according to your class or instructor’s preferred style (MLA, APA, etc.), you are not plagiarizing.

Why Quote?
- To directly quote an expert who supports or illustrates your ideas
- To emphasize important factual information
- To set up your discussion of a specific passage from someone else’s writing
- To use the exact words of someone else because a paraphrase would not do the words justice

How to Punctuate Quotes

<table>
<thead>
<tr>
<th>Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuation should be inside the quotation marks.</td>
<td>“A jug fills drop by drop,” Buddha said.</td>
</tr>
<tr>
<td>In MLA format, periods [. ] should be after the parenthetical citation unless there is not a page number for the source, such as an internet source.</td>
<td>Buddha said, “[a] jug fills drop by drop” (5). Buddha said, “[a] jug fills drop by drop.”</td>
</tr>
<tr>
<td>In MLA format, question marks [?] and exclamation marks [!] should be inside the quotation marks and a period should be after the parenthetical citation.</td>
<td>“A jug fills drop by drop!” Buddha yelled (5). “A jug fills drop by drop?” Buddha asked (5).</td>
</tr>
<tr>
<td>When using “said” or similar words, put a comma before the quote and make sure that the first letter of the quotation is not capitalized.</td>
<td>Buddha said, “[a] jug fills drop by drop.” Brackets, [a], are used when you need to edit a quotation so that it makes grammatical sense.</td>
</tr>
<tr>
<td>When using “that” before a quote, a comma is not needed.</td>
<td>Buddha said that “[a] jug fills drop by drop” (5).</td>
</tr>
<tr>
<td>When using “that,” words can be added before the quote so that there is a smooth transition.</td>
<td>Buddha said that a “jug” fills drop by drop” (5).</td>
</tr>
</tbody>
</table>

Quoting with Style
- Use quotes sparingly – use your own words (paraphrase) whenever possible.
- Introduce each quote.
  - Before the quotation, the reader should know who said the quote and where it came from.
- Explain each quote that you use.
  - Quotes don’t explain themselves. Why did you pick this quote instead of any other? How does it support the point/topic of your paragraph and your paper’s overall thesis?
  - Sandwich quotes with explanations of their credibility and their importance and purpose in your paper.
- Quote only the most important portions of the source.
  - Ellipses (…) can be used to represent parts of the quote left out.

For example:
Tutors at the Writing Center can help writers of all ability levels, in all subjects, and at any stage of the writing process because they focus on meeting the needs of each individual writer. As Stephen North argues in his classic article “The Idea of a Writing Center,” “[Writing Centers] must be accepted ... as places whose primary responsibility ... is to talk to writers” (78). Tutors talk to students, focus on their needs, and provide individualized attention to help them learn and improve.