
Guidelines for using direct quotes

1. Only quote memorable material.
2. Introduce quote with a reference to the source plus a strong verb.

Example: According to Myers, a noted biological anthropologist, “Missing links exist only in the perception of the popular press” (414).

Active verb possibilities:

Maintains	Questions
States	Points out
Affirms	Explains
Concludes	Describes
Mentions	Reports
Notes	Elaborates
Comments	Indicates
Identifies	Contends

Try to avoid “say,” “says,” or “said.”

3. Do not overload paper with too many direct quotes (check with professor on the number required or acceptable).
4. Be 100% accurate with wording and punctuation. Use brackets when adding any necessary wording.

Example: “He [Hoffman] claims Global Warming is a serious problem.”

5. Use three periods...when leaving material out of a direct quote.
6. Use quotation marks quotes fewer than four typed lines. If quote extends four lines, structure it as a block quote.

Example: At the conclusion of Lord of the Flies, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the

*black smoke before the burning wreckage of the island; and infected
by that emotion, the other little boys began to shake and sob, too.*
(186)

7. Add a citation at the end of the quote.

Examples: (Taylor 43).

(43). If the author's name is given in your introductory sentence or if you have quoted from the author earlier in the same paragraph.

("Can We Survive" 43). If no author is given.

Guidelines for paraphrasing

1. Show understanding of the material by paraphrasing more and using direct quotations less. This demonstrates the ability to combine information from several different sources.
2. Follow the paraphrase with a citation, then a period after the citation.

Example: Mitochondria are carried only in the egg cells and not the sperm cells; therefore, you are really a clone of your mother (Hoffman 4).

3. If using a mixture of a paraphrase and a direct quote, be sure to
 - a) use direct quotes around the part of the sentence that is quoted and
 - b) add a citation at the end of the mixed quote-paraphrase.

Example: James Joyce views the artist as a priest who "elevates everyday events" and language to a sacred revelation (Heinmen 46).