When writing formally, you need to use quotes from academic sources as *evidence to prove your point or to make a convincing argument*. Quotes never should stand alone as their own idea, they are used to *support* your idea. Below are rules to help you integrate quotes successfully. Remember – you NEED to be able to cite quotes (say who said or wrote the words), otherwise you will be a thief – stealing ideas!

***\** Make sure your quotation marks are facing the proper direction!** Correct: “So this is the path of my life.” Incorrect: ”I will not accept my destiny, instead I will forge it”

\* **Also – try to embed (surround) the quote with your own words rather than the quote being its own sentence.**

**Citing the Quote**

􀀸 You must indicate where the quote came from – Option 1: Use your words to introduce the source and put the page number(s) in brackets afterwards, followed by the period:

*Ex. As Shakespeare once wrote, “To be, or not to be, that is the question” (181).*

Option 2: Put the last name of the author in brackets with the page number if you can:

*Ex. It is interesting in ‘Romeo and Juliet’ that the audience gets told that “For never was a story of more woe than this of Juliet and her Romeo” (*Shakespeare 45).

**Periods and Commas**

􀀸 You do not need to use any punctuation before a quotation if it naturally flows with your own words.

*Ex. Makayla cried that she is “being denied her freedoms!”*

􀀸 Use a comma when introducing a quote with a phrase such as ***he said*** and/or when the quotation does not flow naturally with your own words:

*Ex. The whining student protests, “I’m too lazy to try to be smart!”*

**Square Brackets [ ]**

􀀸 Use these in order to add a word, change a pronoun, or change a verb tense in the quote when you have to

Ex. Original quote: “It’s my duty as a knight to sample all the peril I can.”

Your essay: Sir Galahad thinks, “it’s [his] duty as a knight to sample all the peril [he] can.”

**Ellipses […]**

􀀸 Use an ellipsis (three dots surrounded by square brackets […] to show that you removed sections of a quotation (though it is not necessary to use this when you removed words at the beginning of a quote).

*Ex. “Ms. Jepson loves […] to hear her students whine on and on when they don’t get their work done.”*

**Question Marks and Exclamation Points**

􀀸 With a question mark or exclamation point, there is no need to use a comma or a period.

Ex. The interested observer wonders, “Are you suggesting that coconuts migrate?”

􀀸 If the question mark or exclamation point is added by you and not part of the quote, it goes outside the last quotation mark.

Ex. I don’t think we can ever understand the “bizarre and insane imagery of Salvador Dali”!

**Quote Within a Quote**

􀀸 When using a quote within a quote, single quotation marks are used for the inner quote and double quote marks for the outside of the whole quote.

Ex. Josh laments, “Every time I try to talk to someone it’s ‘sorry this’ and ‘forgive me that.’”

\*That last bunch of three quote marks is written with a single quote, a small space and then a double quote