Quoting in Writing

Quoting is important because using quotations marks lets your reader know that you are using another author’s words.

1. **Signal Phrase**: A writer should use a signal phrase to inform the reader that a quotation is coming. Generally, a signal phrase includes the author’s name and/or a reference to the work.

<table>
<thead>
<tr>
<th>X has pointed out...</th>
<th>X has made it clear that...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Although X says...</td>
<td>X insists that...</td>
</tr>
<tr>
<td>According to X...</td>
<td>X explains...</td>
</tr>
<tr>
<td>X claims...</td>
<td>X agrees...</td>
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</tbody>
</table>

**Example**: According to F. Scott Fitzgerald, “At eighteen our convictions are hills from which we look; at forty-five they are caves in which we hide.”

2. **Block Quotes**: When quoting a piece of text that is more than four lines of prose or three lines of verse, it is important to separate it from the rest of your text.

- Start on a new line and indent the entire quote one inch from the left margin
- Maintain double-spacing
- Place a parenthetical citation after the closing punctuation mark
- Maintain original line breaks when quoting verse (poem)

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. (Bronte 78)

**Rules for quoting**:

- If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.
- If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods ( . . . ) preceded and followed by a space. Please note that brackets are not needed around ellipses.
- Let’s change the quotation above. “They entirely refused to have [Heathcliff] in bed with them . . . so, I put it on the landing of the stairs, hoping it would be gone on the morrow.”