

# WRITING CENTER REFERENCE SHEET:

## A Basic Guide to Quotations

(handout created by Caitlin Springs)

**Short Quotations:** *A short quotation is no longer than 4 lines in length.* The **author's last name** should be included either in the introduction to the quotation or in the parenthetical citation. The **page number** should be in the parentheses following the quotation. When the author's last name is NOT included before the quotation, place it in the parentheses following the quotation.

### NO:

“Two program models are available to guide elementary students toward proficiency in a language other than English: the Foreign Language in the Elementary School (FLES) model or the immersion model.” ( p. 29) \*

*This is incorrect. First, there is no mention of the author. Second, the quotation is not introduced. Third, the period comes before the ending quotation mark rather than after the parentheses. Finally, do not use p., page, #, etc. before the page number.*

### YES:

EXAMPLE 1: According to Audrey L. **Heining-Boynton**, the President-Elect of the American Council on the Teaching of Foreign Languages, “Two program models are available to guide elementary students toward proficiency in a language other than English: the Foreign Language in the Elementary School (FLES) model or the immersion model” (29).

EXAMPLE 2: According to an article on fatherhood, “Many men feel they don't have what it takes to develop a relationship with their children” (**McLean 40**). \*

*Notice that there is no comma between the last name and the page number and that the period follows the parentheses.*

EXAMPLE 3: Mr. Micawber describes his early attraction to his wife and her songs to his companions, sharing that “when he heard her sing the first one, on the first occasion of his seeing her beneath the parental roof, she had attracted his attention in an extraordinary degree, but that when it came to **'Little Taffin,'** he had resolved to win that woman or perish in the attempt” (Dickens 426). \*

*Notice the single quotation marks used within the quotation. In short quotations, single quotation marks are used in the place of any quotation marks that appear in the quoted text.*

**Long Quotation:** *A long quotation is longer than 4 lines in length.* Place a colon ( : ) after the introduction to your quotation. Long quotations can be either single or double-spaced, depending on the professor's preference. They are indented one inch on the left side throughout. Only use quotation marks if they appear in the original text. In long quotations, the parentheses follow the final punctuation.

## **NO:**

“All was over in a moment. I had fulfilled my destiny. I was a captive and a slave. I loved Dora Spenlow to distraction! She was more than human to me. She was a Fairy, a Sylph, I don’t know what she was—anything that no one ever saw, and everything that everybody ever wanted. I was swallowed up in an abyss of love in an instant. There was no pausing on the brink, no looking down, or looking back; I was gone, headlong, before I had sense to say a word to her” (Dickens 394).

*This is incorrect. First, the quotation is not introduced, so the reader has no way of knowing who is speaking or why the speaker says what he says. Second, this quotation is over 4 lines long. It needs to be formatted accordingly.*

## **YES:**

### EXAMPLE 1:

...David Copperfield becomes enamored with Dora Spenlow as soon as they are introduced:

All was over in a moment. I had fulfilled my destiny. I was a captive and a slave. I loved Dora Spenlow to distraction! She was more than human to me. She was a Fairy, a Sylph, I don’t know what she was—anything that no one ever saw, and everything that everybody ever wanted. I was swallowed up in an abyss of love in an instant. There was no pausing on the brink, no looking down, or looking back; I was gone, headlong, before I had sense to say a word to her. (Dickens 394)

In this passage, Dickens...

### EXAMPLE 2:

...David Copperfield becomes enamored with Dora Spenlow as soon as they are introduced:

“Where is Miss Dora?” said Mr. Spenlow to the servant. “Dora!” I thought. “What a beautiful name!” We turned into a room near at hand (I think it was the identical breakfast-room made memorable by the brown East Indian sherry), and I heard a voice say, “Mr. Copperfield, my daughter Dora, and my daughter Dora’s confidential friend!” It was, no doubt, Mr. Spenlow’s voice, but I didn’t know it, and I didn’t care whose it was. All was over in a moment. (Dickens 394)

It only takes a moment for David Copperfield...

*Notice that quotation marks are used in the second example. Long quotations use quotation marks ONLY when they appear in the original text.*

## **Don’t forget to refer to your *Handbook for Writers* if you need additional help!**

### \*Works Cited

Dickens, Charles. *David Copperfield*. New York, New York: The New American Library of World Literature, Inc. 1962.

Heining-Boynton, Audrey L. “U.S. World Language Program Models.” *Educational Leadership*. Jan 2005: 29. *Academic Search Premier*. EBSCOhost. NC Live. Catawba College Lib., Salisbury. 11 Apr. 2007 <<http://www.nclive.org/>>.

McLean, Candis. “Fatherhood Is Back: The Role Dads Play in Their Children’s Development Is Finally Being Recognized.” *Newsmagazine (Alberta Edition)* 19 Jun. 2000: 40+. *Academic Search Premier*. EBSCOhost. NC Live. Catawba College Lib., Salisbury. 19 Nov. 2006 <<http://www.nclive.org/>>.