**Using Quotations in Your Writing**

**General Rules of Quotations**

-There are always exceptions to rules, but these are good ones to remember.

* Keep them *\_\_\_\_\_\_\_*: Quotes should not exceed more than a sentence.
* Keep them *significant*: Quotes should be relevant to what you are saying.
* Keep them *supported*: Quotes should support your argument.
* Keep them *surrounded*: Quotes should always have quotations marks.
* Keep them *\_\_\_\_\_\_\_\_*: Quotes should always be followed by the author’s name

and page/paragraph or line number in brackets.

**The Quote Sandwich**

Your quotes need to be linked to your thoughts. You can’t just ‘drop’ a quote into your writing; you have to neatly incorporate your quotes into your sentences. Think of this as a making a ‘Quote Sandwich’.

**Bread**: \_\_\_\_\_\_\_\_\_\_\_\_ the quote

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**Filling:** The \_\_\_\_\_\_\_\_\_\_\_\_\_

**Bread:** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1st Piece of Bread Filling (Quote) 2nd Piece of Bread**

When (*Character’s name*) says “. . . “ the reader can see that . . .

(*Character’s name*) claims that “. . .” which shows . . .

It is ironic when (*Character’s name*) says “. . .” because . . .

(*Character’s name*) is described as “ . . .” which demonstrates . . .

**Examples**

* When Felix says “I like to give James a high five when he’s feeling down,” the reader can see how much he cares for his little brother (Brown 2).
* Andrea claims that she “always needs to see that ‘A’ grade” which shows she sets high expectations for herself (Johnson 6).
* It is ironic when Charlotte’s mother tells Charlotte to “grow up” during her grieving for Miss Hancock because it is this bereavement that causes Charlotte to mature (Smith 4).

**Open-Faced Quote Sandwich**

-Sometimes, a quote can come at the end of a sentence. I like to think of these situations as ‘Open-Faced Quote Sandwiches.’

**1st Piece of Bread** **Filling (Quote)**

|  |  |
| --- | --- |
| The reader can see that (*Character’s name*) feels/is/wants/when he/she says | “. . . “ (McCann 4). |
| The initiating incident that begins the rising action is when (*Character’s name*) says | “. . .” (McCann 5). |
| *Character’s name*) shows their *(emotion*) about (*event*) by saying | “ . . .” (McCann 2). |

**Examples**

* The dark mood of the story is captured by the setting which is described as “a gloomy, wet, and stormy night” (Paul 4).
* A satisfying ending is provided for the reader as the characters “ride off happily into the sunset” (Smith 9).
* Charlotte’s mother displays her disdain for Miss. Hancock when she describes her as “that brassy creature” (Johson 4).

**Quick Review Chart for Quotations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Poem** | “title” | ... for missing text  [for changed text] | / indicates separation of lines | line 42 or l. 42  in brackets |
| **Short story & article** | “title” | ... for missing text  [for changed text] | No need | para 42 or paragraph 42  in brackets |
| **Novel** | Title  *Title* | ... for missing text  [for changed text] | No need | page 42, p. 42 or 42  in brackets |

**Keep this sheet safe. It will be an important reference sheet for you this semester.**

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