**Using Quotations in Your Writing**

**General Rules of Quotations**

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

* Keep them *short*: 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 *cited*: Quotes should always be followed by the author’s

last name and page/paragraph or line number in brackets

**Integrating Quotes –** Creating your **citation** as part of your A**C**E

**Use a comma**

-When the phrase before the quotation is an incomplete sentence (clause), use a comma. Common words before commas include *says*, *writes*, *argues*, *suggests*, etc.

Ex. *Captain Torres says to the barber*, “Killing isn’t easy. You can take my word for it” (Tellez 127).

Ex. *For instance, Captain Torres says*, “Without any effort I could go straight to sleep” (Tellez 126).

Ex. *For example, the barber exclaims*, “I was secretly a rebel” (Tellez 125).

**Use a colon**

-When the phrase right before the quotation is a complete sentence, use a colon to introduce the quotation.

Ex. *The barber admitted in the story to being a rebel*: “Yes, I was secretly a rebel” (Tellez 125).

**Embed the quotation (or parts of it) in your sentence.**

-Use key words from the quotation in your own sentence.

Ex. *Torres has conducted many questionable acts that the barber has seen*, “[b]ut the sight of the mutilated bodies kept [the barber] from noticing the face who had directed it all” (Tellez 127).

Ex. *The author creates suspense when Captain Torres* “paused for a moment” *in the doorway* (Tellez 127).

**Use the quote sandwich.**

-Surround your quote with writing by following the formula below. *You must create a complete and correct sentence.*

Simply drop your information into the format below.

Write the author’s or character’s name here.

Write the quote here.

Enter author’s name and your page / line number in the bracket!

When \_\_\_\_\_\_ **writes**, “ \_\_\_\_\_\_\_\_\_\_” ( \_\_\_ ), he / she **shows**…

states illustrates

declares portrays confesses depicts says demonstrates

reveals

Ex. *When* the barber confesses, “I was secretly a rebel” (Tellez 125), *he shows* the reader why he was scared of Captain Torres.

Ex. W*hen* the barber says, “When I recognized him [Captain Torres] I started to tremble” (Tellez 124), *he reveals* his insecurity around the Captain.

**Adding and Removing Words**

If you ***add a word*** or **words** in a quotation, you should put **[square brackets]** around the words to indicate that they are not part of the original text.

Ex. For example, “[he held] target practice on certain parts of the [rebel’s] bodies” (Tellez 125).

Ex. The barber was “secretly a rebel but [he] was also a conscientious barber” (Tellez 125).

-If you **omit a word or words (take out)** from a quotation, you should indicate the deleted word or word by using **ellipsis marks […]** surrounded by square brackets.

Ex. Captain Torres “[hung] the naked rebels [. . .] [for] target practice” (Tellez 126).

Ex. Captain Torres says, “They told me that you’d kill me [. . .] but killing isn’t easy. You can take my word for it” (Tellez 127).