

Quick Guide to Quotation:

3 main techniques for integrating quotations into your writing:

1. Quotation tag and comma

Example: "One of my biggest concerns about trigger warnings," Roff wrote, "is that they will apply not just to those who have experienced trauma, but to all students, creating an atmosphere in which they are encouraged to believe that there is something dangerous or damaging about discussing difficult aspects of our history."

Note: The tag can go at the beginning or the end of the quote, or it can interrupt the quote (as it does here). If it interrupts the quote, it should be 'polite': put it in a natural stopping place in the sentence (usually between clauses).

2. Full sentence and colon

Example: In the essay "Where I Lived, and What I Lived For," Thoreau states directly his purpose for going into the woods: "I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived."

3. Incorporating source words fully into your sentence, punctuation only as needed

Example: Nevertheless, the group organizing the event announced on its Facebook page that the event would be canceled because the "program [was] dividing people and would make for an uncomfortable and possibly unsafe environment."

Note: You can alter the grammatical form of one or two words in the quote, or add one or two words to the quote for clarification (proper names, pronouns) so that the quote fits into your sentence (more than one or two starts to look suspicious). If you do this, you **MUST** put the altered or added words in brackets (see above).

What to do with punctuation (general rules; there are exceptions):

Comma, period:

INSIDE quotation marks

Question mark, exclamation mark:

If it's punctuating YOUR sentence, keep it *outside*.
If it's part of the quotation (it appears in the original source sentence), keep it *inside*.

from the “About Us” page of the MU website:

We believe that education is not just a matter of _____ or _____ status. We _____ support _____. We are open-minded and dedicated to _____ the _____ of _____ around us. We have been creating a _____ world since 1919.

1. Quotation tag and comma:

2. Full sentence and colon:

3. Incorporating source fully: