



Writing Help Sheet: How to Use Quotations

Wherever you find it necessary to use the exact words of an author, always enclose the quoted passage in quotation marks, giving the page from which it was taken.

Here is an example:

“This increase in urban population rapidly multiplied the number of readers of varied tastes and developed a desire for literary entertainment, as well as for instruction.” (Halleck 107)

Even if you quote only part of a sentence you should acknowledge the fact with quotation marks. This is a courtesy you owe the author.

We wish to encourage you to develop your own independent powers of self-expression. Use your words wherever possible.

You may summarize the ideas of the text, but do not use a quotation from any book for your complete answer. Always offer explanations of your own, using quotations only as illustrations of your statements.