

Quotations, Paraphrases, Punctuation & Citations

Quotations

- You are required to have between 4-6 quotations in your research paper.
- Using a quotation means you copy word for word from one of your sources and place quotation marks around the words. You will add a parenthetical citation after the quotation.
- Avoid or abbreviate quotations which are longer than 3 or 4 typed lines of your paper.
- Make sure to lead into and add commentary surrounding your quotation.

Direct Quotation from Source

The following quotations are from the Riback article below:

Riback, Adam. "Tracking Devices Let Parents Keep Watch on Teen Drivers." *FOXNews.com*.

FOX News Network, LLC, 30 July 2007. Web. 5 Jan. 2011.

Simple Quotation:

Use 2 quotation marks (a double quotation) around quotation.

"Thanks to new systems developed for major insurance companies, parents are able to track every move their children make behind the wheel" (Riback).

Quotation with Lead-in:

One news reporter explains, "Thanks to new systems developed for major insurance companies, parents are able to track every move their children make behind the wheel" (Riback).

Quotation Integrated into Sentence:

Parents who are concerned about their teenagers' whereabouts will appreciate a new GPS technology which allows parents to "track every move their children make behind the wheel" (Riback).

Quotation with Person Quoted in Article other than Author of Article:

Remember to add 3 quotation marks around person's statement.

Safeco spokesman **Jim Havens** said, "You can program the service to notify you when the car is going over the speed limit for more than 30 seconds or if the car is being driven after a curfew is set" (qtd. in Riback).

In regard to the GPS tracking devices, **Emily Tsen**, a 17-year-old driver, **asserts**, "I think that it shows major distrust" (qtd. in Riback).

"I think it's great for getting her from the permit stage to where she is out on her own," **explains Guy Thompson** when discussing the use of GPS for his 16-year-old daughter (qtd. in Riback).

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Paraphrases:

- A restatement from a source of a passage *in your own words*.
- You can use the Paraphrase Checker tool on my website to check your paraphrases.
- You will have many paraphrases in your research paper.
- You must add a parenthetical citation after your paraphrase; otherwise you are plagiarizing.

Original Quotation: “Thanks to new systems developed for major insurance companies, parents are able to track every move their children make behind the wheel” (Riback).

Simple Paraphrase

New technology allows parents to monitor their children’s whereabouts when driving, and is available through insurance companies (Riback).

Paraphrase with Lead-in:

One news reporter explains that new technology allows parents to monitor their children’s whereabouts when driving and is available through insurance companies (Riback).

Paraphrase Integrated into Sentence:

Parents who are concerned about their teenagers’ whereabouts will appreciate a new GPS technology which allows them to monitor the locations of their children when driving (Riback).

Paraphrase of Person’s Quotation *other than Author of Article’s*:

Original Quotation: Safeco spokesman Jim Havens said, “You can program the service to notify you when the car is going over the speed limit for more than 30 seconds or if the car is being driven after a curfew is set” (qtd. in Riback).

Paraphrase of Quotation: Safeco spokesman Jim Havens explains that the GPS service can alert parents when their teens exceed a speed limit or drive their car past curfew (qtd. in Riback)

NOTE: When using **qtd. in** with either quotations or paraphrases, the parenthetical citation information does not change. EXAMPLES:

If my parenthetical citation for a source was (“Cloning”), it would become (qtd. in “Cloning”) when I was quoting someone other than author from the “Cloning” source.

(“Public Smoking”) would become (qtd. in “Public Smoking”).

(“Gun Ownership,” *Current Issues*) would become (qtd. in “Gun Ownership,” *Current Issues*).

Quotations, Paraphrases, Punctuation & Citations

Quotation and Punctuation Rules:

- 1) When citing using parenthetical citations, **omit punctuation before the last quotation even if a comma or period appears in the original article. After the quotation, add your citation. Place a period at the end.**

“Gun control advocates argue that arming teachers is the wrong answer. School shootings are rare, and taking a gun into school makes the students less safe, not safer” (“Up in Arms”).

- 2) **Question marks and exclamation points that were an original part of the quoted material go within the quotation marks. Place a period after the citation.**

“Taking a gun into a school creates a security risk that wasn't there before, gun control advocates say. What if a child gets hold of a teacher's gun and thinks it's a toy?” (“Up in Arms”).

- 3) When **leading into quotations with an introductory phrase, use a comma to introduce the quotation. The quotation will begin with a capital letter.**

The reporter explains, “Pharming--using pharmaceutical drugs to get high--is a growing trend. Studies show that although the use of illegal drugs among teens continues to decline, abuse of prescription drugs and over-the-counter medicines growing” (“Prescription”).

- 4) When **leading into quotations with a complete sentence, use a colon to introduce the quotation. The quotation will still begin with a capital letter.**

Many teenagers have the same thought-process regarding the use of prescription drugs: “Because these drugs are prescribed by doctors, teens think the substances must be safe” (“Prescription”).

- 5) **Use the exact same words that author uses when directly quoting the article. Make sure you place quotation marks around these words. If you choose to omit part of what an author wrote, use ellipses (3 periods in a row with spaces in between to show what you omitted). However, your quotation still needs to make sense.**

“When students at a suburban New York school wanted to party last summer, they took Xanax . . . It's prescribed to treat anxiety, but it wasn't prescribed for any of the kids who took it. It made all of them sick. . . .” (“Prescription”).

- 6) Use **brackets** when you need to **add words or change verb tense in a quotation:**

“[Believing all prescription drugs are safe], doctors warn, is a dangerous and incorrect assumption” (“Prescription”).

“When misused, [Oxycontin and Vicodin] can be just as dangerous [as Heroin]” (“Prescription”).

Quotations, Paraphrases, Punctuation & Citations

If you have more than one sentence in a row with same citation:

As long as you are in the same paragraph, place your citation at the end of the last sentence from the same source. In the example below, you will see that the first 3 sentences are from the Ewers source. The Ewers parenthetical citation is added at the end of those sentences. When someone is quoted from that source, the citation changes.

Scientific research confirms the dangers of using phones while on the road. In 2007 an important study appeared in *The New England Journal of Medicine*. The authors, Donald Redelmeir and Robert Tibshirani studied 699 volunteers who made their cell phone bills available in order to confirm the times when they had placed calls. The participants agreed to report any nonfatal collision in which they were involved. By comparing the time of a collision with the phone records, the researchers assessed the dangers of driving while phoning (Ewers). The results are unsettling to say the least: “We found that using a cellular telephone was associated with a risk of having a motor vehicle collision that was about four times as high as that among the same drivers when they were not using their cellular telephones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at the legal limit” (qtd. in Ewers). The news media often exaggerated the latter claim by saying that “similar to” is not “equal to” (Ewers); nonetheless, the comparison with drunk driving suggests the extent to which cell phone use while driving can impair judgment.

Every time your source information changes, your parenthetical citation will change:

No one can deny that cell phones have caused traffic deaths and injuries. Cell phones were implicated in three fatal accidents in November of 2006 alone. Early in November, two-year-old Morgan Pena was killed by a driver distracted by his cell phone (Besthoff). Morgan’s mother, Patti Pena, reports that the driver “ran a stop sign at 45 miles per hour, broadsided my vehicle and killed Morgan as she sat in her car seat” (qtd. in Besthoff). A week later, corrections officer Shannon Smith, who was guarding prisoners by the side of the road, was killed by a woman distracted by a phone call (Besthoff). On Thanksgiving weekend the same month, John and Carole Hall were killed when a Naval Academy midshipman crashed into their parked car. The driver said in court that when he looked up from the cell phone he was dialing, he was three feet from the car and had no time to stop (Travisano). Many other tragic stories as these exist and future ones can be prevented.

If you only use one source in a paragraph and you add your own ideas/ analysis throughout, this is what it would look like:

These are my own ideas so I do not need a citation. In this sentence I paraphrase a sentence from the Besthoff source (Besthoff). In this sentence I add one of my own ideas, so I do not need a sentence. Again, this is my idea, so no citation is needed. In this sentence I paraphrase a sentence from the Besthoff source (Besthoff). “This is a sentence directly taken from the Besthoff source, so I need double quotations around it, and a citation” (Besthoff). In this sentence, I quote Patti Penna, a mother, from the Besthoff source, but because she is not the author of the article, I need to use a special citation and triple quotations: “Patti Penna shares her comments here” (qtd. in Besthoff). I share my ideas about Morgan’s mother’s thoughts, so I don’t need a citation. I have one more paraphrased sentence from the Besthoff source (Besthoff). I end the paragraph with my own idea, so I do not need a citation here.