

USING QUOTATIONS

BREAK IT DOWN

Break the quote apart to make sure you understand it.



Take out keywords, phrases, and abbreviations that you feel are important. Then, use those pieces to rewrite the quote in your own words. That way, you can ensure you understand the quote's meaning.

SET IT UP

Start by prefacing your quote with information.



It's important to lead up to your quote rather than just throwing it into the middle of a paragraph. Make sure to introduce it using an explanatory sentence and ensuring that it supports your thesis.

EXPLAIN IT

Don't leave the quote to stand alone.



After you insert your quote, follow it up with a quick explanation of it. Use phrases like "In other words," "Therefore," or "As the author states," to rephrase the quote and make a smooth transition.

CITE IT

Always cite your sources.



Whether you cite your source before the quote or after, make sure the citation is there. If using APA, you preface the quote with "According to LastName (2021)," or you end a quote with (LastName, 2021). MLA is "According to LastName (100)," or (LastName 100).