

# Integrating and Punctuating Quotations

## Integrating

There several methods of integrating quotations so that they seamlessly fit into your own writing:

1. *Dropping in.* When you “drop in” the quotation you identify who said the words in the beginning or at the end.

At the beginning

- David Fetterman explains, “The difference between a survey question and a specific or detailed question depends largely on context” (42).

At the end

- “The difference between a survey question and a specific or detailed question depends largely on context,” according to the author, David Fetterman (42).

OR using “that”

- David Fetterman explains that “[t]he difference between a survey question and a specific or detailed question depends largely on context” (42).

2. *Weaving in.* Weaving a quotation into your own words produces a more skillful sounding text.

- According to Susan Hilligloss, planning a visual design includes the “rhetorical process of analyzing your readers,” so that you create a document that motivates the audience to “read and act” (49).
- New Criticism reacted to the “non-analytical criticism” of New Humanism, according to Brown and Yarbrough, who characterized NH as “reminiscent of a movie review” (211).

3. *Using ellipses and square brackets*

Ellipses (3 spaced dots indicating omitted words)

Brown and Yarbrough trace the history of feminism in the academy, giving credit to Showalter for introducing the term “gynocriticism to denote a female way of reading literature . . . in an attempt to define what qualities make such literature feminine” (236).

Square Brackets (surrounds your own words used to clarify, explain, connect, or keep the style understandable and consistent)

Fetterman advises that “an overarching guide in all interviews is respect for the person [the interviewee]” because [a]n individual does the fieldworker a favor by giving up time to answer questions” (45).

## **Punctuating**

1. Periods and commas go inside the final quotation mark.
  - President Nixon said, “I am not a crook.”
  - “I am not a crook,” President Nixon said.
2. Question marks, colons, and semi-colons go after the final quotation marks.
  - Did President Nixon say, “I am not a crook”?
  - President Nixon said, “I am not a crook”; he was particularly defensive during this period.
3. If the quotation is a question, question marks go inside the final quotation marks.
  - President might have been thinking, “Am I a crook?”
4. Single quotation marks surround a quotation within a quotation.
  - Helga Mechtenmueller complained, “I did not write, ‘How to Cheat the University.’ That article was written by Hilda Mechtenmueller.”

## Works Cited

Brown, James S. and Scott D. Yarbrough. *A Practical Introduction to Literary Study*. Upper Saddle River: Pearson, 2005. Print.

Fetterman, David M. *Ethnography: Step by Step* 2<sup>nd</sup> ed. Vol. 17. Thousand Oaks: Sage, 1998. Print.

Hilligloss, Susan. *Visual Communication: A Writer’s Guide*. New York: Longman, 2000. Print.