

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”).

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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.

IN-TEXT CITATIONS WORKSHEET

To “embed” means to make the quote you use an integral part of the sentence you compose. A truly embedded quote is absolutely necessary to the syntactical structure. Without it, the sentence does not make sense. Embedding is not simply supplying attribution. The best embedded quotes usually contain an aspect of analysis—how or why the quoted passage has meaning and value—to the overall thesis of a work.

- 1. Embed a portion of the following quotation in a sentence using the appropriate citation. Make up a page number for this exercise.**

“Students can expect to find a wider variety of options available to them at college than they had in high school. They really have no idea what opportunities exist in the big wide world. The possibilities are endless.”

Smith, Snuffy. *How to Go to College*. Cleveland: Scribner’s, 2005. Print.

- 2. Embed a portion of the following quote by introducing the author first and giving appropriate citation at the end of the quote. (Note: for the purposes of this worksheet, you may assume where the quotation came from within the page range given for each example.)**

“Students who select colleges because of the potential for partying are often sadly disappointed when it comes time for them to actually begin a career. Most workplaces don’t have that many parties”

Yokum, Abner. “Party Animals on Campus.” *Deep Thinker* 12 Mar. 2007: 33-35. Print.

- 3. Embed two or more sections of this quote in a passage you might write and give appropriate citation by using the ellipsis (...) to indicate the quotation has been abbreviated.**

“Life, like any paper topic, neatly divides itself into three major categories—pre-college, college and post-college—each of which is determined primarily by the peculiar fears that dominate that stage. Of course, those unfortunates who never go to college are condemned to live out their impoverished lives experiencing only the pre-college and post-college stages.”

Crist, Steven G., and George Meyer, eds. “College and Fear.” *The Harvard Lampoon Big Book of College Life*. Garden City: Dolphin, 1978. 62-63. Print.

4. Embed a quotation from a work by two authors, citing it only at the end of the quote.

“If you are considering a career in law, English is actually one of the best majors to consider as an undergraduate. The skills you learn in logic and analysis transfer well to disputation.”

Collins, Tara and Kelly Almond. *How to be a Lawyer*. Moab: Slickrock, 2006. 19. Print.

5. Embed elements of the same quote using the author's names to introduce the quote.

6. Embed portions of this quote and include the author and title to introduce the quote.

“Naturalists often run afoul of wildlife while in the field. I myself had my leg chewed off by a puma after falling asleep at lunch one day. Thinking back, I wish I hadn't had such a large lunch that day.”

Khlulus, I. M. “Fun with Wildlife.” *Wilderness Ranger* June 2004: 17-21. Print.

7. How would you show the citation for an embedded quote when you have multiple sources by the same author?

8. Embed a quotation from an interview that you conducted.

“I suggest that you study hard in college, but get a job too. Jobs teach much more than school ever does.”

Workman, Tom. Personal interview. 25 Feb. 2007.

To paraphrase means to rephrase or restate using other terms. For the following questions, rather than quote, restate the most important ideas using your own words and cite appropriately.

9. **Paraphrase from the quote below and use an appropriate citation in a sentence of your own construction. (Paraphrase means to put the ideas of another person into your own words.) For this example, only the first page is given, as they article appears on non-contiguous pages—how should it be cited?)**

“My most successful piece sold for \$10,000. I showed it to this guy I was dating, and he was blown away that it had sold for so much because, to him, it looked like a scene of mud. I began showing in galleries while still in school.”

Benthin, Stefanie. “Successful Artists: You Can Be One Too.” *Abstract Art Magazine* Oct. 1991: 21. Print.

10. **Embed a quote from a source with no author and give appropriate citation.**

“Many students leave school with ‘jeopardy’ knowledge, but no real skills. What employers want are potential employees who have the skills to learn, not just the learning itself. The ability to learn and adapt to new environments is the key to success.”

“What Employers Want.” *The New Horizon* July 2006: 55-56. Print.

12. **Paraphrase from this quote from a presentation.**

“The highest rated colleges this year are those specializing in technical fields. If you have skills in any area of technology, you can write your own ticket and work anywhere in the world.”

Albers, Joe. Presentation. “Multiple Intelligences and Career Paths.” Durango, 25 Feb. 2000.

13. Paraphrase this quote from a video.

“I had a dual-major in communications and technology. When I was ready to graduate, I posted my resume online and got called for an interview the very next day.”

One Day. Videocassette. DeVry, 1999-2000.

14. Cite an online subscription for which you paraphrase a portion the following quote.

“Although survey respondents checked ‘basic knowledge/skills’ as a requirement for most jobs, they said ‘applied skills’ trump these basics in the workplace. Respondents believed high school graduates were largely deficient in applied skills and issued a plea to K-12 educators to further develop students’ personal and interpersonal skills.”

Beland, Kathy. “Boosting Social and Emotional Competence.” *Educational Leadership* Apr. 2007: 68-71. *MAS Ultra School Edition*. Web. 2 Mar. 2009.

15. Cite a website from which you paraphrase a portion of the following quotation:

“Whatever you do for work in life, the most important thing to remember is not how much money you make or how big a title you have, it is whether you look forward to getting up in the morning and doing it again. Money can buy things; things can be replaced. Titles can be bought, which makes them simply things.”

Unofficial Woody Guthrie Homepage. The Wooden Box Society. 14 June 2006. Web. 11 Mar. 2009.
