



# Quotation Checklist

*A checkmark indicates a problem.*

## **General**

- No “drop in” quotations—ever. Blend with signal phrases at the beginning, middle, or end of your sentence.
- Use ellipses [. . .] to indicate omitted text. Note [. . .] not [...]—spaces between first and second and second and third dots.
- Place brackets around parts of the quotation you change, possibly capitalization, verb tenses, or pronoun clarification: “In general, he [Taunt] says not to comply” (“Article Title”).

## **Block Quotations**

- For 4 lines of text or more
- Indented 0.5 inches
- No quotation marks around block
- Format for citation: (Myers) or (Myers 46)—no period after the right parenthesis

## **Inline Quotations**

- For fewer than 4 lines of text
- Comma or period follows the right parenthesis—just the opposite of the block quotation
- Format for citation: (Myers). or (Myers 46).

## **Citations**

- Author’s last name and page number, if appropriate: (Myers). or (Myers 46).
- All authors if fewer than 3
- If more than 3, first author, use the phrase “et al.” without the quotation marks: (Myers et al.). or (Myers et al. 46).
- If no author, cite by title or if long, by abbreviated version (first 2–3 words) of the title. Quotation marks for titles: (“The Great Article”). or (“The Great Article” 46). Italics for books: (*The Great Book*). or (*The Great Book* 46).