

1) Tip Sheet: Suggestions for incorporating direct quotations into your work

The following excerpts are from *Between Worlds*, a handbook/reader written by Susan Bachmann and Melinda Barth and used in many college writing courses. These are some things they recommend students consider when using quotations:

Although in a formal research paper you may be required (or prefer) to use notecards or photocopies for recording data, for a short paper with a single source, you might choose to work directly from the margin notes you made during your active reading. No matter how you have recorded your supporting material, **you must give the exact source and page number for borrowed ideas and for quoted material.** In addition, you need to put quotation marks around the quoted material (Bachmann and Barth 368).

Quoted material may support your ideas and may be a vital component of your paper. If the original material is particularly well written or precise, or if the material is bold or controversial, it makes sense to quote the author's words so you can examine them in detail (Bachmann and Barth 368).

All quoted material needs to be introduced in some way. It is a mistake to think that quoted material can stand on its own, no matter how incisive it is. Often, in fact, it is vital to introduce and also to comment on the quoted material (Bachmann and Barth 368-9).

It takes practice to get it right, but using quoted material and commenting on it is at the heart of good academic writing. Learn how to vary your sentence introductions; master the use of the colon; read published writing to see how professionals do it. Practice makes perfect, and perfection in this case means avoiding plagiarism.

* In case you're wondering, the MLA Works Cited entry for the material above would look like this:

Bachmann, Susan, and Melinda Barth, eds. "Organizing and Drafting an Essay."
Between Worlds: A Reader, Rhetoric, and Handbook. 4th ed. New York: Longman, 2004.
350-376.