
QUOTING AND REFERENCING

Other Handouts:

- Principles of Referencing
- Avoiding Plagiarism
- Paraphrasing & Referencing
- Why is Plagiarism so wrong?
- Writing from Sources

What is a direct quotation?

A direct quotation is when you copy someone else's words directly and completely from a document. The document can be web based, a printed page (book, journal article, newspaper, magazine etc) and/or a visual text such as a film. To show that these words are taken from somewhere else you must use the quotation marks "...". All the words and punctuation marks that are enclosed within the "..." are then understood to be from another source and you must tell your reader what that source is and where it can be found, this is called referencing your source of information.

An in-text citation (using either a numbering system or an author-date system) is always necessary to indicate that another author's words are being cited. The full bibliographic details must be provided in an end-of-text reference list or endnotes or at the foot of the relevant page in the footnote system.

Tip!

Page numbers should always be included for direct quotations to enable a reader to locate the quotation easily in the original source.

Why should I use a direct quotation?

Use quotations carefully within a document and always consider what the point is that you want to make with the quotation. It may be that the quotation sums up an important point of the essay and you therefore place it towards the end of your elaborations and discussions of this point. You may want to introduce the quotation by stating that you think this is a good summary, alternatively in the sentence after the quotation refer back to it and make some comment about what you think it means and why you thought it important enough to include in your essay or report. The following quotation neatly summarises these reasons:

“Quotations can be useful:

- to express a thought or concept succinctly;
- to illustrate a point you want to make;
- to convey the flavour of a work;
- to analyse in-depth the exact words of an author.” (Marshall & Rowland, 2006, p.244)

How much should I directly quote?

Academics expect you to mainly use your own words so that they can assess your level of understanding of the material. As a general rule an essay should be more than 90% written in your own words and no more than 10% quotations.

What are the guidelines for presenting a quotation in an essay?

A short quotation should sit within a sentence that you have written. The sentence needs to be grammatically correct and there should be an easy flow from your words to the quotation.

Examples:

Merchant states that, a “vision in which nature is held in esteem as mother and Goddess is a source of inspiration and empowerment for many ecofeminists” (1990, p.101).

According to Merchant (1990) many ecofeminists draw “inspiration and empowerment” from a “vision in which nature is held in esteem as mother and Goddess”(p.101).

You should use the exact words and the exact punctuation, including capital letters and italics of the original source in a direct quotation.

Tip!

Punctuation (i.e. use or not of commas, colons, abbreviations such as p.) varies depending on the referencing style adopted.

The golden rule is to be consistent throughout your writing and follow the referencing conventions of the appropriate style for your discipline for both in-text citations and end-of-text reference lists.

The above referencing style is APA in-text referencing. For more examples of this style go to <http://www.lib.murdoch.edu.au/find/citation/>

Abridging or shortening a quotation

It may be necessary to shorten a quotation in order to make it fit with your paragraph. If you have omitted some words from the quotation you must signal this to the reader. The convention is to replace the missing word/s with three dots.

Example:

As Ballard and Clanchy (1988) have argued, “Learning within the university is a process of gradual socialization into a distinctive culture of knowledge, and ... literacy must be seen in terms of the functions to which language is put in that culture” (p.14).

Tip!

If you choose to leave out a word or phrase from the quote it must not change the intended meaning of the statement.

It may be necessary for you to include a word, change the punctuation or insert or delete a capital letter in order for the quotation to make sense in your paragraph, these changes should be signalled through the use of square brackets.

Example:

In order to be successful at university, “[students] must learn the exact scope of the territory (the domain of the subject), the means of travelling (the mode of analysis), the boundaries and the manner of speech (the disciplinary dialect)” (Ballard and Clanchy, 1988, p. 14).

Longer quotations

If the quotation is longer than three lines or 40 words, it is usually presented as an indented block 1 cm from the left margin. To mark the quotation clearly from the main text it is also usually single spaced (rather than the normal 1.5 space) and in a smaller font size (for example 10 or 11 point). This formatting is sufficient to make clear that this is a quotation to the reader and so quotation marks are not necessary.

Example:

New social movement theorists differ from collective behaviour theorists in their explanation of protest movements. The new social movement theorists

see mass mobilisations as *rational*, and potentially therapeutic - as promoting self-awareness and collective learning, developing new forms of participation, facilitating the process of communication, forming new identities, experimenting with new cultural codes, and reviving and expanding the public realm (civil society) stultified by formalised and instrumental state interventions (Pakulski, 1991, p.28).

Tip!

The author, date of publication and page number are pieces of information which must be included in all direct quotations.

Quoting other people's quotations

If you wish to use a quotation that another author has cited (and you are unable to locate the original), this is called a secondary quote and you must indicate this in your in-text reference by giving the original author's name and using phrases such as "as quoted by" or "cited in" followed by the secondary source. Your end-of-text reference list contains only the details of the secondary source (i.e. the source you actually read) and not the original author's bibliographic details if you are using the APA style.

Tip!

Go to the How to Cite References website <http://www.lib.murdoch.edu.au/find/citation/> to check all style questions.

Examples:

- This is what Bruner (cited in Raimes, 1983) meant when he described as essential to learning the act of "climb[ing] on your shoulders to be able to look down at what you've just done and then to represent that to yourself" (Zamel, p.537).
- In the words of Peter Carey, as quoted by Charlotte Wood in *Walden* (2004, p. R3), "I need time and solitude to work out what it is that I think".

Use the checklist

Go through your essay and check off in the boxes below to make sure that you have quoted correctly.

- Is the quotation exactly the same as the original (including punctuation)?
- If you alter the quotation in any way (e.g. leave words out, add emphasis, add a word), have you appropriately indicated this and not changed the meaning of the original?
- Is the quotation short (if long, then do a block or indented quote) and clearly marked with quotation marks or inverted commas (“.....”)?
- Is there a complete in-text citation (author’s surname, date of publication and page number)?
- Have you introduced and integrated the quotation smoothly and grammatically into your writing?

Tip!

To make sure you have the style of your referencing system correct check your work against the examples set out in the ‘How to Cite References’ website
<http://wwwlib.murdoch.edu.au/find/citation/>

References

- Ballard, B. & Clanchy, J. (1988). *Literacy in the university : an 'anthropological' approach*. Maidenhead, UK: Open University Press.
- Marshall, L. & Rowland, F. (1998). *A guide to learning independently* (3rd ed). Melbourne: Addison Wesley Longman.
- Merchant, C. (1989). *The death of nature: women, ecology, and the scientific revolution*. New York : Harper & Row.
- Pakulski, J. (1991). *Social movements: the politics of moral protest*. Melbourne : Longman Cheshire.
- Walden, M. (2004). ‘The face: Murray Walden meets Charlotte Wood, novelist.’ *The Weekend Australian Review*, Feb 28-29, p. R3.
- Zamel, V. (1992). ‘Writing one’s way into reading.’ *TESOL Quarterly*, 26, 463-485.

Note

The Referencing style used in this handout (in-text and end-of-text) is the APA (American Psychological Association) style of Author-Date referencing. For full details of APA and other referencing styles, see the Citation Guides on the Murdoch Library web-pages at <http://wwwlib.murdoch.edu.au/find/citation/>.