

QUOTING

What is quoting?

Quoting is using the **exact words** of an author. It can be an effective way to make a point when writing an assignment. However, there are certain conventions you must follow to avoid plagiarising (See the Avoiding Plagiarism Survival Guide).

“Whatever is well said by anyone is mine.”

This guide provides an overview of how to use and attribute direct quotes with both in-text references and footnotes.

TIP

Find out which referencing style is used in your discipline. Different styles may have slightly different conventions for citing direct quotes in an assignment.

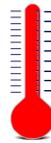
General rules for using quotes

While the particulars differ between referencing styles, here are some general rules to guide your use of quotes:

- Enclose short quotes in inverted commas (“...” or ‘...’);
- Indent long quotes (note the definition of ‘long’ differs between referencing styles);
- Introduce each quote;
- Follow each quote with discussion, explanation or critique to show how it develops your argument;
- Integrate quotes into your writing in a grammatically correct way; and
- Keep quotes to under 10% of your work.

How to quote using in-text referencing

- Follow the general rules for quoting; and
- Include the author’s surname, date of publication and page number in the text.



Example 1: *Many climate predictions have proven to be inaccurate. For example, Chan (2009, p. 18) notes that “water temperatures in the north of Australia are rising faster than predicted 10 years ago”. This information demonstrates ...*

Example 2: *Cats have long held a reputation for aloofness. “Cats don’t have friends”, one cartoonist observed, “[t]hey have co-conspirators” (Conley 2015). Even so, ...*



How to quote using footnotes

- Follow the general rules for quoting;
- Insert a superscript number¹ immediately after the quote (and after the full stop if a quote is at the end of a sentence); and
- A corresponding superscript number will appear at the bottom of your page. This is where you insert the bibliographic information and page number.

Example: *Historians have been sceptical of sporting ‘origin myths’. Tony Collins, for instance, argues these stories have “little to commend them as examples of historical accuracy”.¹⁴ Instead, their utility lies in ...*

Footnote:

¹⁴ Tony Collins, ‘The Invention of Sporting Tradition: National Myths, Imperial Pasts and the Origins of Australian Rules Football’, in Stephen Wagg (ed.), *Myths and Milestones in the History of Sport*, Basingstoke, UK: Palgrave Macmillan, 2011, p. 8.

Using long quotes

Long quotes have distinctive formatting. When using a long quote, remember to:

- Start the quote on a new line;
- Indent the entire quote; and
- Delete the quotation marks at the start and end of the quote.

Long quotes are also usually single spaced and have justified margins. In some disciplines, they are written in a slightly smaller font than the surrounding text.

Long quote example (in text)

Pacific Islanders have helped reshape New Zealand society over the past 60 years.

Many sports clubs and schools, two pillars of neighbourhoods and local communities, now bear the unmistakable print of Pacific involvement. Key commercial enterprises – shops, nightclubs and social clubs, fast foods and, increasingly, health providers – come in distinctive Pacific varieties and flavours (Salesa, 2017, p. 4).

In light of these contributions, it is reasonable to expect...

TIP

Use lengthy quotes sparingly. Remember, they should support what you are saying rather than simply replace it.

Comment on quotes and paraphrases to show your critical voice and understanding.

Long quote example (footnote)

Social science research has an important place in modern democracies. According to Thomas Picketty, for instance,

... by patiently searching for facts and patterns and calmly analysing the economical, social and political mechanisms that might explain them, it can inform democratic debate and focus attention on the right questions.¹⁷

This privileged position means ...

¹⁷ Thomas Picketty, *Capital in the Twenty-First Century*, Cambridge, MA: Harvard University Press, 2014, p. 3.



Altering quotes

Sometimes you will need to alter the internal grammar of a quote so it makes sense within the context of your writing.

Use **square brackets** [] to add words, and **ellipses** ... to indicate you have deleted part of the original passage.

Original quote	Quote in sentence
"They inhabit wide-ranging environments from the bottom of marine oceans to freshwater rivers, lakes, inshore estuaries and lagoons, from polar waters to warm tropical regions".	Vannuccini et al. (1999, p. 2) note that "[t]hey [sharks] inhabit wide-ranging environments ... from polar waters to warm tropical regions".

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