

Library Helpsheet



Quotations

What is a quotation?

A quotation is where you write or say something using the **exact same words** as someone else i.e. word for word, including any spelling mistakes or grammatical errors. In your report or essay you should use quotations to provide **evidence for your idea** or argument. However, do not **overuse** quotes as this can clutter your work, make it too long perhaps, or even make it hard to see what **you** think. Remember, quotes should **make a point** and fit in with the rest of your essay. Using quotations avoids **plagiarism** (presenting someone else's ideas as your own) and acknowledges your source.

How do I show I am quoting something?

Use **quotation marks** around the "exact words" you are using from your source. Makes sense!



How do I quote from someone's work?

Use quotation marks and then include the **author's surname**, the **date of publication** of the work and the **page number** from where you have taken the quote.

e.g. Vaughan (2020, p.1) states that the "Harvard system of referencing is one of many reference systems".



You will notice that the quote appears to be part of the sentence. This is should be used for quotes less than 2 lines long; up to around 40 words.

What if I am using a long quote?

If you are using a longer quote – more than 40 words long – place it in a **paragraph of its own**. Begin on a new line, indent the paragraph and make it double spaced if your essay is single spaced; or single spaced if your essay is double spaced, to make the quotation obvious to your reader. Quotations marks are not needed.



e.g.

A sentence should always make complete sense and have a clear meaning. This will ensure your reader understands your ideas and what you are writing about. Any sentence must contain at least one **verb** – a doing word – and at least one **subject** e.g. him, Harry or a **noun** (a thing) such as tree, car, building. (Vaughan 2020, p.1)

Note: Single spacing was used in the example as double spacing is used in the rest of the document.

What do I do if I am not quoting exactly as it is written?

Sometimes you might **paraphrase** (reword using your own words) or summarise an author's idea where you are not directly quoting them. In this case, you can **reference or cite** the source i.e. give the author credit for the ideas or data you have used. Use the author's surname and year of publication in your essay. See the helpsheet on **Harvard referencing** for more details.



Remember...

- ❖ Include all your sources for your research in your **bibliography** – whether you have quoted or referenced them or not. See the **Writing a bibliography** helpsheet for more details.