ACADEMIC

QUOTATION INTEGRATION

*This QuickSheet does not include citation instruction. See the relevant citation style guide for your field to properly cite your sources.

WHAT IS QUOTATION INTEGRATION?
When we talk about “quotatio...
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NOTE: Never making any changes but those that are grammatically necessary. Never make a change to a quotation that changes its author’s intention or meaning.

#3: QUOTE ONLY WHAT YOU NEED TO MAKE YOUR POINT.
Remember that quotation integration is about making your writing as fluid and easy to read as possible, so do not clutter your writing with unnecessarily long quotations. Especially avoid block quotations.

While being careful not to change the original intent of your source, quote only what you need to make your point. This means you might only quote a phrase or even a single word, instead of an entire sentence or paragraph.

Critics of the university claim that university teaching can stifle creative writing. Flannery O’Connor disagrees: “Everywhere I go I’m asked if I think the university stifles writers. My opinion is that they don’t stifle enough of them. There’s many a bestseller that could have been prevented by a good teacher.”

Critics of the university claim that university teaching can stifle creative writing. Flannery O’Connor disagrees; he wittily suggests that more writers should be stifled in universities and remarks that “many a bestseller could have been prevented by a good teacher.”

HOW TO INTRODUCE A QUOTATION WITH CORRECT PUNCTUATION
If the phrase introducing a quotation is a complete sentence, insert a full colon before the quotation marks.

For example: The author writes: “we cannot truly know something until we have expressed it.”

If the phrase introducing the quotation is an incomplete sentence, insert a comma.

For example: The author claims, “writing is a process.”

No punctuation is needed when, if you remove the quotation marks, you do not need to add punctuation to make the sentence grammatically correct.

For example: The author claims that “writing ain’t easy.”

REFERENCES