

# QUOTATIONS

KEEP QUOTATIONS SHORT. QUOTATIONS SHOULD BE OF APPROPRIATE LENGTH TO ANALYSIS

USUALLY, YOU WILL INTRODUCE QUOTATIONS WITH A COLON: 'LIKE THIS'

## CORRECT

**The full stop goes inside if it's part of the quotation, outside if it's part of your sentence.**

'This quotation had a full stop of its own.' However, 'this one did not,' so I need a full stop here.

**Indent long quotations and multiple lines of poetry. Use the TAB KEY >|**

**Quotations are part of the sentence you're writing. If the words connect, don't use a colon.**

I'm about to introduce some lines from a poem which I will analyse. The words in these lines

Connect like a river,  
Flowing to the sea.

I miss a line and continue. Note that '...' are not needed with indented quotations. There are other ways to introduce quotations. For example, 'the comma.'

**If you want to miss out irrelevant parts of a quotation, use ellipsis (...)**

## INCORRECT

Don't use the word 'quote' or 'quotation'. Instead, use 'Macbeth's speech', 'these lines', etc.

## ADVANCED

Use single ' or double " but be **consistent**.

Indicate **titles** of films / books / plays with *italics*. Use underline if handwriting.