

**Direct Quotes**

A direct quote is a word for word copy of source material. The quote is enclosed in quotation marks. Include the author's last name and date of publication as well as page numbers if available.

Examples

Joseph Conrad writes of the company manager in *Heart of Darkness*, "He was obeyed, yet he inspired neither love nor fear, nor even respect" (87).

"The red tree vole is a crucial part of the spotted owl's diet" (Moone 15).

**Block Quotes**

The block quote is used for direct quotations that are longer than 4 lines. Indent the entire quote 1 inch or 12-16 spaces.

Example

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

**Paraphrase/Summary**

A paraphrase is a quotation rewritten in your own words. A summary is a condensed version of a longer passage from an outside source. Both require citations. Include the author's name and the page number.

Examples

Oregon salmon populations have dramatically declined in the past decade (Lenz 27).

Kafka describes the insecurities of his youth, analyzing his social shortcomings in school and his rocky relationship with his father (44-46).

**Indirect Quote**

When possible, cite information directly. If you must cite a source that was cited in another source, name the original source in your signal phrase. Include the secondary source in parentheses with the abbreviation "qtd. in" (quoted in). Include the indirect source in your works cited list.

Example

Jackson stated that... (qtd. in Johns 14).

*In this example, "Johns" should appear in your works cited list.*

**Multiple Authors**

2-3 Authors

Studies have shown that more and more teachers are changing careers after their first year of teaching. (Posamentier, Jaye, and Kruk 55).

3+ Authors

Stutts et. al. argue that language development may also impact development in related parts of the brain (339).

**Common Knowledge**

Facts that can be found in numerous places and are likely to be known by a lot of people.

Example

John F. Kennedy was elected President of the United States in 1960.

This is generally known information and would not need to be documented.

However, you must document facts that are not generally known and ideas that interpret facts.