

Question: What is a quotation?

A quotation is any passage from a book that you want to use in your writing to help you to prove your point. **A quotation does not just mean dialogue.** It can also be an author's description about a character or a place. It is anything that an author writes that can help you to prove that an observation that you have made is accurate.

Question: What does quotation integration mean?

Quotation (proof from a text that supports your point/ thesis)	+	Integration (to fit something smoothly into something else)	=	To fit a quotation from the text smoothly into the body of your paragraph or essay.
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Question: What needs to be in PROOF now?

Proof has **3 parts** and *each part* is necessary

1. **Introduce Example:** This is when you **introduce a specific example** from a text that proves the **more general point** you said you would argue. Begin with a transition word that suggests you are about to get more specific (For example, specifically, etc but make sure that it sounds logical!) – **aim for 2-3 sentences.**
2. **Quotation Integration** – set up your quotation with **context** (the **who/speaker and who is being spoken to, what is happening (briefly), when and where** of your quotation) in an appropriate **lead-in**: - **aim for 1 sentence**
3. **Quotation:** - now, include the **specific quotation** from the novel that proves the point you said you would argue. Include author and page reference – **length may vary**

Question: Can I see an example??

Example:

Specifically, Winston is further alienated even though he is surrounded by people because he disconnects from his colleagues. The canteen itself is deep underground and smells of sour food and Victory Gin. The food itself consists of a “pinkish-grey stew, a hunk of bread, a cube of cheese, a mug of milkless Victory Coffee, and one saccharine tablet” (Orwell 52-53).

Parts of Proof – label/ underline each part

1. Introduce Example
2. Quotation Integration
3. Quotation and Citation

Question: How do I DO quotation integration??

You cannot simply 'drop' a quotation into your paragraph and expect it to make sense. You need to **integrate quotations smoothly and logically into the sequence of ideas in your paragraph**. You do this by providing **context** for a quotation and introducing it with a **lead-in statement**.

Context – the **who, what, when** and **where** of your quotation (who is speaking, what are they talking about, where are they, when does it happen) that you include **in your own words**

Lead- In Statement- This is where you smoothly fit the quotation into the sequence of ideas in your paragraph or essay.

Instead of always using the word 'says' as in Winston says, consider trying some of the following words:

acknowledges	comments	describes	maintains	reports	thinks
adds	compares	denies	disputes	notes	responds
admits	concedes	emphasizes	observes	shows	
agrees	confirms	endorses	points out	states	
argues	contends	illustrates	reasons	suggests	
asserts	declares	implies	refutes	writes	
summarizes	claims	insists	rejects		

Question: What is a citation and why do I cite my quotations?

When you use any words, sentences or ideas from another person's writing, you need to give them credit and let your reader know where to find the original information. We do this by using **parenthetical citations**. This involves placing relevant source information in parentheses/round brackets after a quotation or a paraphrase. The relevant source information usually includes the author's last name and the page number where you found the quotation. Ex. (Orwell 4)

Question: How do I punctuate and cite my quotations?

When integrating a quotation, you need to

- use proper punctuation to separate the lead-in from the quotation
- put the quotation in quotation marks
- cite the quotation correctly (so the reader knows where the quotation came from)
- place the end punctuation in the correct location
- double space the quotation so it fits in with the rest of your paragraph

1. When the lead-in to the quotation consists of a **part of a sentence**, and the **quotation is a complete sentence** itself:

- a. Separate the explaining words from the quotation with a comma
- b. Begin the quotation with quotation marks and a capital letter
- c. End the quotation with quotation marks
- d. Add the citation (author's last name, space, page number) after the quotation
- e. Ensure the punctuation at the end of the quotation comes after the citation.

As Winston sits out of view of the telescreen, "He [dips] the pen into the ink and then [falters] for just a second" (Orwell 9).

2. When the lead-in to the quotation is a **complete sentence**, and the **quotation is a complete sentence**:

- a. End the lead-in sentence with a period.
- b. Begin the quotation with quotation marks and a capital letter
- c. End the quotation with quotation marks
- d. Add the citation (author's last name, space, page number) after the quotation
- e. Ensure the punctuation at the end of the quotation comes after the citation.

Winston begins the process of writing his own scripture when he sits out of view of the telescreen. "He [dips] the pen into the ink and then [falters] for just a second" (Orwell 9).

3. When the lead-in to the quotation is **part of a sentence** and the **quotation is also part of a sentence**, they complete the whole thought together to become one single sentence:

- a. Do not separate the lead-in from the quotation with a comma. Let the two parts blend together.
- b. Begin the quotation with quotation marks but do not begin the quotation with a capital letter since it is simply completing your sentence and cannot stand by itself.
- c. End the quotation with quotation marks
- d. Add the citation (author's last name, space, page number) after the quotation
- e. Ensure the punctuation at the end of the quotation comes after the citation.

As Winston sits out of view of the telescreen he begins to write in his diary by "[dipping] the pen into the ink and then [faltering] for just a second" (Orwell 9).

4. Offset quotations that are four or more lines of text OR include two people talking (dialogue):

Long quotations:

- a. Begin with a colon (:)
- b. Indent the quotation twice
- c. Do not use quotation marks – indenting lets the reader know that it is a long quotation
- d. **EXCEPTION** – put the end punctuation immediately after the quotation
- e. Add the citation **after** the quotation

Winston describes what he sees when he looks in the mirror:

A bowed, grey-coloured, skeleton-like thing was coming towards him. Its actual appearance was frightening, and not merely the fact that he knew it to be himself...The creature's face seemed to be protruded, because of its bent carriage. A forlorn, jailbird's face with a nobby forehead running back into a bald scalp, a crooked nose and battered-looking cheekbones above which the eyes were fierce and watchful.
(Orwell 284)

Note: Avoid long quotations. Only use a quotation that helps you to prove a point. Avoid using long quotations just to help you meet paragraph length requirements.

Dialogue:

In the "dialogue" quotation, it is safest if you try to replicate the words/phrases as they appear within the text itself, including quotation marks.

When Winston and Syme meet for lunch they discuss shortages:

Syme asks, "By the way, Smith old boy, I suppose you haven't got any razor blades you can let me have?"

"Not a one," said Winston. "I've been using the same blade for six weeks myself."

"Ah well – just thought I'd ask you, old boy." (Orwell 64)

Question: How do I change verb tenses or add words in a quotation?

Whenever you insert a quotation into your paragraphs, make sure it matches the tense of the rest of your paragraph – you should be writing in the present tense. If you have to change the word to make this fit, put it in [square brackets]. For instance if the word is **sat** and you need to change it to the present tense, it would be **[sit]**.

Also, if you need to **add to or change words in** the quotation to make it flow smoothly in your sentence, you need to put those additional words in [square brackets] as well.

As Winston sits out of view of the telescreen, "He [dips] the pen into the ink and then [falters] for just a second" (Orwell 9).

Question: How do I remove words from a quotation?

When you want to focus attention on a specific part of a quotation, you should use the tool of **ellipsis**. These three periods (. . .) indicate that you have removed part of the quotation.

Note: You may not remove part of the quotation to change the meaning of the quotation (to suit your own purposes).

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A bowed, grey-coloured, skeleton-like thing was coming towards him. Its actual appearance was frightening, and not merely the fact that he knew it to be himself...The creature's face seemed to be protruded, because of its bent carriage. A forlorn, jailbird's face with a nobby forehead running back into a bald scalp, a crooked nose and battered-looking cheekbones above which the eyes were fierce and watchful.
(Orwell 284)

Question: How do I put a quotation within a quotation?

Place the regular "double" quotation marks at the beginning and the end of the complete quotation, and use special "single" quotation marks for the quote within the quote.

"[O'Brien] began asking questions in a low, expressionless voice, as though this were a routine, sort of catechism, most of whose answers were known to him already. 'You are prepared to give your lives' " (Orwell 179)?