

Quotation marks and citations

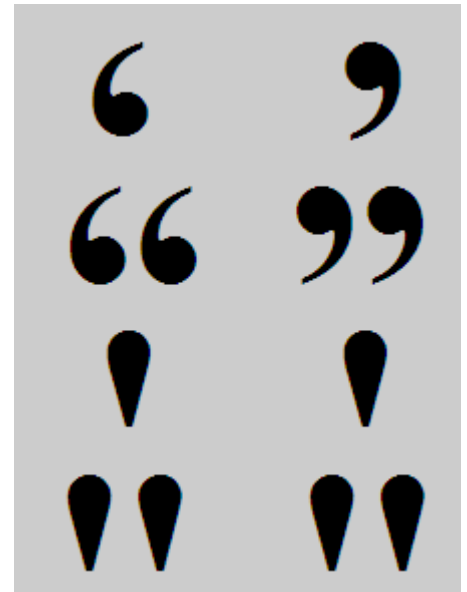
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Scientific writing in English

7/12/11

Quotation marks

- **Quotation marks** mark the beginning and end of a quotation, direct speech, literal title or name.
- Can also indicate a different meaning of a word or phrase.



Rule #1

- Use quotation marks to begin and end a direct quotation.
- Separate the quoted material from the dialogue tag by commas.
- Do not use quotation marks to set off an indirect quotation.

I said, "The fable by James Thurber will surprise you."

I said that the fable by James Thurber would surprise you.

Rule #2

- If a question mark or an exclamation point occurs where one of the separating commas should be used, omit the comma and use the question mark or exclamation point to separate the quoted material.

“Don’t be late!” Bill warned.

Rule #3

- The speaker's words are set off from the rest of the sentence with quotation marks, and the first word of the quotation is capitalized.
- When the end of the quotation is also the end of the sentence, the period falls inside the quotation marks.

He said, "We'll discuss the fable in one hour."

Rule #4

- Both parts of a divided quotation are enclosed in quotation marks.
- The first word of the second part is not capitalized unless it begins a new sentence.

“This fable,” our teacher said, “is a twist of an old tale.”

Rule #5

- When writing only a part of a quoted sentence, do not begin the quotation with a capital letter unless the person you are quoting capitalized it or it is the first word in your sentence.

A film critic has called the movie “a futile attempt by the director to trade in his reputation as a creator of blockbusters” (Anderson 74).

Rule #6

- Quotes within quotes: If you need to have one character directly quoting another character, then use double quotes for your main dialogue and single quotes for the quote-within-a-quote.

“And then he said, ‘Mind your own business.’ The nerve!” she said.

Rule #7: Manuscript form rules

- Periods and commas ALWAYS go inside quotation marks.
“I think you’re wrong,” Dan said.
- Colons and semicolons ALWAYS go outside quotation marks.
Dan said, “I think you’re wrong”; he was asking us to re-examine our information.
- Question marks and exclamation marks go EITHER inside or outside the quotation mark depending on the situation.
She asked, “Who did it?” or Did she say, “I’m quitting”?

Rule #7 – cont'd

- When the sentence, as well as the quotation at the end of the sentence, needs a question mark (or an exclamation point), use only ONE question mark (or exclamation point), and place it inside the closing quotation marks.

Did she ask, “Is this fair?”

- If you are questioning an exclamation, do it like this:

Is it true he yelled, “No!”?

Rule #8

- When you write dialogue, begin a new paragraph whenever the speaker changes.

“Videotape is the wave of the future,” declared Clarissa. “There’s no doubt about it! Not only is it a popular medium for today’s artists, but it has practical applications as well.”

“You’re right,” Angela agreed. “Video has been a boon to us on the swimming team—even when we don’t like what we see! When we see ourselves on tape, however, we see immediately where our shortcomings are: a kick that’s uneven or too much time lost at the turn.”

Rule #9

- Use a pair of dashes to indicate an abrupt break in thought or speech or an unfinished statement or question

“First of all,” he said, “if you can learn a simple trick, Scout, you’ll get along a lot better with all kinds of folks. You never really understand a person until you consider things from his point of view—”

“Sir?”

“—until you climb into his skin and walk around in it.”

Rule #10

- If you have the same speaker saying things that are separated by descriptive passages, you may choose to keep everything in one paragraph or separate parts into their own paragraphs.
- If you have more than one topic, give each its own paragraph. Just make sure it is clear that the dialogue belongs to the same speaker.

Rule #10 – cont'd

“If I didn’t go to school tomorrow, you’d force me to.”

“Let us leave it at this,” said Atticus dryly. “You, Miss Scout Finch, are of the common folk. You must obey the law.” He said that the Ewells were members of an exclusive society made up of Ewells. In certain circumstances the common folk judiciously allowed them certain privileges by the simple method of becoming blind to some of the Ewells’ activities. They didn’t have to go to school, for one thing. Another thing, Mr. Bob Ewell, Burris’s father, was permitted to hunt and trap out of season.

“Atticus, that’s bad.” I said. In Maycomb County, hunting out of season was a misdemeanor at law, a capital felony in the eyes of the populace.

Rule #11

- Sometimes, one speaker's words run for more than one paragraph.
- When this happens, use quotation marks at the beginning of the quotation, at the beginning of each subsequent paragraph, and at the end of the whole quotation.

Rule #11 – cont'd

“I read a spell-binding mystery yesterday,” Agnes said. “It gripped me on the first page, and I couldn’t put the book down until I had finished.

“The plot is simple, almost classic. Five people are sitting in a room watching home movies. When the lights come on, one of the people is dead. Who did it? How was it done?

“Of course, no one has entered or left the room during the movies; thus, one of the other four people in the room has done it. I, of course, thought of poison—but that was wrong.

“Well, the detective arrives, and the questioning begins. As the story unfolds, you learn that everyone has a motive. The plot thickens. The mystery isn’t solved until the last page, and it had me fooled. Whew! I’m exhausted from the suspense!”

Rule #12: Ellipsis points

- Use three spaced ellipsis points (. . .) to indicate a pause in written dialogue.

“Well, . . .I don’t know,” Sarah answered.

- *When someone’s words “trail off,”* you also use 3 ellipsis points. (Be sure to space in between each one.)
- If the ellipsis points appear at the end of a sentence, you will need a fourth “dot” for the sentence period.

Rule #12 – cont'd

“Mr. Ewell shouldn't do that—”

“Of course, he shouldn't, but he'll never change his ways. Are you going to take out your disapproval on his children?”

“No, sir,” I murmured and made a final stand: “But if I keep on goin' to school, we can't ever read any more. . . .”

“That's really bothering you, isn't it?”

“Yes, sir.”

When Atticus looked down at me, I saw the expression on his face that always made me expect something. “Do you know what a compromise is?” he asked.

When to use single quotation marks

- For a quote within a quote.
- In headlines.
- To highlight words not being used for their meaning.
- Use a thin space between a single quotation mark and a double quotation mark.

Differences between British and American English

- In British English, single quotation marks are used for everyday purposes such as enclosing a stand-alone quotation.
- In the U.S., periods and commas are put inside quotation marks, and in Britain they usually put periods and commas outside quotation marks.

Some “quotes” from the “blog” of “unnecessary” quotation marks



- I wonder if all the "special" cigarettes in "all kinds" and "all brands" really have the same "special" additive.



- I like that this one has whole phrases seemingly at random. Maybe they stole them from legalese and didn't want to use them unironically.



- In this case, the kids through until the attendant gets frustrated and cheats for them.



- Lobster or Shrimp "free" in exchange for a previous purchase and your firstborn child.

Citations

- "כל האומר דבר בשם אומרו, מביא גאולה לעולם" (מגילה טו, א)

Reference in text: general rules

- Cite by author and year in the text, and full reference in the bibliography list.
- Use of numbered references is usually used when space is limit.
- Every reference must be acknowledged **twice**: once in the text, and once in the bibliography list.

Rule #1

- Refer to publication by its author(s) and date of publication.
- Authors' order the same as appear in publication.
- Period at the end of a sentence comes after the parentheses.

Wax and Johnson (1988) encapsulated these proteins in liposomes for uptake by liver cells...

OR

Such proteins were encapsulated in liposomes for uptake by the liver (Wax and Johnson, 1988).

Rule #2: More than one reference

- Separate those by the SAME authors with commas, and OTHER authors with semicolons:

...by the liver (Wax and Johnson, 1988, 1990; Mop and Glo, 1989; Pinesol, 1992).

- Multiple citations can be arranged chronologically, alphabetically, or in order of importance; just be consistent.

Rule #3: Three or more authors

- The abbreviation et al., which stands for the Latin et alia (and others), is often used, so that Johnson, Mercury, Evinrude, Honda, and Diesel, 1975 would become Johnson *et al.*, 1975.
- *Note that “et al.” is italicized and that there is a period after “al.” but not after “et”.*

Rule #4: citing a thesis

- Cite author and year.

(Yaron Orenstein, 2010)

Rule #5: Citing a book

- Cite the author of the chapter and date of the publication of the book.

(Thorndyke, 1989)

Rule #6: No author

- Use the title or a shortened version of the title:

...is able to fly even in a vacuum (Kryptonian Flight, 1995).

Rule #7: Unpublished observations

- Cite as personal observations, personal communications, or unpublished.
- In bibliography list, if accepted for publication.

...subsequent trial samples were transferred to polycarbonate tubes because polystyrene tubes became brittle during treatment (personal observation).

(Dr. P. Slivovitz, personal communication).

(Student and Advisor, unpublished).

Rule #8: Direct quotes

- Direct quotes are used very rarely in scientific writing.
- If you do quote, cite the page numbers in parentheses near the quote.

In the immortal words of Watson and Crick (1952), “It has not escaped our notice that the structure we have proposed immediately suggests a mechanism for its replication” (p. 71).

Bibliography list

- Although general format is the same more most journals, they will vary on the details.
- Follow the reference format of the journal you hope to publish in.

Rule #1: Order of author names and dates

- Alphabetized by the last name of first author.
- Chronological order.
- Then, list works with co-authors, then list works *et al.*, with all authors cited.

Johnson, A. (1988).

Johnson, A. (1993).

Johnson, A., and Q. Johnson. (1974).

Johnson, A., and Q. Johnson. (1992).

Johnson, A., and B. Wax. (1990a).

Johnson, A., and B. Wax. (1990b).

Johnson, A., L. Pledge, and B. Wax.

(1985). [referred to as Johnson *et al.*, 1985 in text]

Rule #2: Citing print sources

- Citing journal articles

- Article titles are not capitalized except for the first word, proper names, and genus names.

Comparative aspects of structure and action of molluscan neuropeptides.

- See your chosen journal for abbreviations of journal names.

Biol. Bull.; Comp. Biochem. Physiol.; Science; Nature; Cell Tiss. Res.

Citing journal articles – cont'd

- The volume and page numbers of a journal article;
Biol. Bull. 184: 125-143.
- Occasionally citations include the issue number in parentheses.
- If you are citing one of the rare journals where each issue starts with page 1, the issue number must be included:

Marine Fish. Rev. 37(5): 11-19.

- Journal title and volume number are italicized, but the issue number and page number are not.

Book chapters or a book

- Book chapter titles are not capitalized except for the first word, proper names, and genus names.

Comparative aspects of structure and action of molluscan neuropeptides.

- Book titles are cited in italics, with every major word of the title capitalized.

Comparative Aspects of Neuropeptide Function.

Book chapters or a book – cont'd

- When citing a book chapter, give chapter author, date, chapter title, and pages for the chapter, followed by an in and the information about the book itself. Note that any citation of a book ends with “City: Publisher”.

Thorndyke, M.C. (1989). Peptides in invertebrates. In S. Holmgren, (ed.), *The Comparative Physiology of Regulatory Peptides*, pp. 202-228. New York: Chapman and Hall.

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- When citing a book without reference to a specific chapter, use the same format but without the chapter information, and with the book author's name replacing the chapter author's name. Here is the book citation for the same book.

Holmgren, S. (Ed.). (1989). *The Comparative Physiology of Regulatory Peptides*. New York: Chapman and Hall.

Theses

- You may need to cite background, methods, or results from previous MQPs that are pertinent to your own research. Inasmuch as MQPs, like thesis, are filed in the library and available to the public, they can be cited like published papers, e.g.,

Meury, T., Smith, G., & Walsh, K.L. (1989). Environmental and sociocultural factors affecting national park development. Interactive Qualifying Project, Worcester Polytechnic Institute.

Rule #3: Citing internal sources

- In an Internet periodical, the name of the periodical is all that can be provided in the reference.
- Whenever possible, the URL should link directly to the article. Break a URL that goes to another line after a slash or before a period.

Internet article based on a printed source

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research, 5*, 117-123.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research, 5*, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

Article in an internet-only article

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment 3*, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. *Telehealth News*, 2 (2). Retrieved from <http://www.telehealth.net/subscribe/newslettr4a.html>

Stand-alone document, not author identified, no date

- If the author of a document is not identified, begin the reference with the title of the document.

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Document available on university website

- If a document is contained within a large and complex Web site, identify the host organization and the relevant program or department before giving the URL for the document itself.
- Precede the URL with a colon.

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993).
Technology and education: New wine in new bottles:
Choosing pasts and imagining educational futures. Retrieved
August 24, 2000, from web site of Columbia University,
Institute for Learning Technologies: [http://
www.ilt.columbia.edu/publications/papers/newwine1.html](http://www.ilt.columbia.edu/publications/papers/newwine1.html)

Electronic copy of a journal article retrieved from database

- When referencing material obtained by searching an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database.

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Rule #4: If you are stuck

- Following examples from a journal that you and your advisor have agreed upon is the easiest way to produce an acceptable reference list.

Questions?