

Adjusting and integrating quotes

Citing: Choose suitable reporting verbs

Some verbs are *neutral*

- Smith (2004) describes...
- Jones (1999, p. 3) states...
- Green (2002) defines...

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- Smith (2004) describes...
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Others *give information* about the author's work

- Holmes (2000) investigated...
- Church (1998) evaluated...
- McColl (2002) estimated...
- McAllister (1996) recognized...
- Smith (2004) predicted...

Citing: Choose suitable reporting verbs

Some verbs are *neutral*

- Smith (2004) describes...
- Jones (1999, p. 3) states...
- Green (2002) defines...

Some draw attention to the *author's viewpoint*

- Harris (2001) argues...
- Brown (2001) believes...
- O'Neill (1997) disputed...
- Jackson (2003) conceded...

Others *give information* about the author's work

- Holmes (2000) investigated...
- Church (1998) evaluated...
- McColl (2002) estimated...
- McAllister (1996) recognized...
- Smith (2004) predicted...

Use present tense to introduce quotes

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> Citing (materials)

> Verbs-referring-to-sources

Use Vivid Verbs to Introduce Quotes

•Some alternatives to said or says...

•All in the present tense

describes	assesses	admits	shows	reports
illustrates	finds	concedes	sees	complains
notes	predicts	concur	thinks	comments
observes	insists	grants	bemoans	argues
points out	maintains	laments	condemns	states
relates	suggests	warns	supposes	speculates

Check a model text

Highlight reporting verbs ...

- What types of reporting verbs seem common?

Any quotes?

- What verb tense?



Tips for adjusting quotes (1/5)

If there are **unnecessary words** in a quote you can omit some by using **...** in the quote. Be sure to leave the final version grammatically correct.

”The danger is **...** that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland” (Brassington & Pettitt, 2006, p. 312).

Tips for adjusting quotes (2/5)

When **adding something** to a quote - not in the original use **[]**

“This **[academic writing]** is then further developed in their undergraduate study” (Martala 2006, p. 40).

Tips for adjusting quotes (3/5)

If a quote is **more than 2-3 lines long** – then **indent**, use a **separate paragraph**, and **no quotation marks**

According to Keenan and Riches (2007, p. 114):

The Enterprise Act 2002 . . . ajfldfjldaöfdlflfj
ajdlfjlfjl sfjlf djflj fioeirueore kldfdöufoe eettr
ajfdjfewrw erwer jine wedfjalflj eruweoruruwee
ytiyer toneotuthnyn y eroyerntyf eri.

They discuss adsd fsf wrerw uityt bnbnyre ew asin iasfdf
ljla weki vindi ekida ginfetna didinesit

Tips for adjusting quotes (4/5)

Indicating the use of **nonstandard grammar or spelling** with **[sic]**

Twelve-year-old Betsy Smith wrote in her diary, “Father is afraid that he will be guilty of beach **[sic]** of contract“ (Davis 2012, p. 62).

Tips for adjusting quotes (5/5)

Indicating a **capital letter** in the original source by enclosing the **lowercase letter in brackets []**

Every
↓
[e]very

Elias Desai (2010) has observed that “[e]very year the shock win of some obscure artist propels him into the limelight,” (p. 25) pointing out that the identities of Shashank K. and M. Narayan emerged largely in connection with a competition.

Integrating quotes: Sandwich model

THREE STEP QUOTATION INTEGRATION VISUAL

Topic statement or subclaim

A quotation, or any other kind of evidence really, must be used with care.

Development of subclaim

Quotations should be used when necessary to support your arguments. A

quotation should not be in substitution of your own writing or your own

argument. Dr. Writer A. Extraordinaire says, "Quotations are support,

they are the lettuce, cheese, tomatoes, and other toppings of a sandwich.

Incorporation of a relevant quote

In other words, an argument, the meat of the sandwich, cannot stand

alone, nor can just its condiments. The writer's words frame everything

like the bread holds the sandwich together" (17). In other words,

quotations cannot stand by themselves. They need to be properly set-up,

introduced, incorporated, and provide useful and telling support.

Restatement, analysis, and explication

Quotations are not the meat of an argument, but the fine dressing that

makes the argument taste better.

Paragraphs develop one main idea.

Watch punctuation and citation format.

Evaluate effective quoting

Does the quote . . .

- Add authority
- Add evidence
- Add a more sophisticated level of writing

How are quotes integrated and adjusted?

Check your work & be prepared to share

Checklist

No quotes in topic sentences

The verb referring to the quote is in present tense

The quote contributes to the theme or argument

The quote does not speak for you

Following the quote, there is a restatement / analysis / explication

The quote is necessary: it cannot be stated well in my own words

The quote is adjusted grammatically to fit the sentence structure (see the five tips)