

## Script for Citing and Quoting 3 – Long Quotations, Indirect Sources, and Final Tips

COMCAST

Slide 1

This is the third Comcast in the Citing and Quoting series.

Slide 2

In this Comcast we'll cover the following topics:

How to use long quotations

How to use indirect or secondary sources

And some final tips from professors - some things they want you to know

Slide 3

Long quotations are those that are over 40 words long.

They should be used very sparingly. I know everyone wants to bump up their word count, but inserting many long quotes into your paper is not the way to do it. You should summarize or paraphrase a long section of text instead. Only use a long quotation when you absolutely need to. If you use a long quotes instead of paraphrasing your professor may question if you really understand what you are quoting or if you are just throwing it in because it is easier to quote than paraphrase or you don't really understand the meaning well enough to be able to paraphrase.

The format of a long quote is as follows:

You indent the entire block of quote, half an inch from the left hand margin. You continue to write double spaced, you don't use any quotation marks or italics. Remember this is APA style. Some other styles may do it differently. You just need to look up the format in the particular style you will be using.

Slide 4

So let's look now at an example of a long quotation. First off a long quotation should be more than 40 words long, and you can see that this one is. It should always be introduced by one or two sentences. "According to Leonard, and that IS his last name ... ND stands for no date because I couldn't find a date on the web page where I found this. So, according to Leonard ND of the magazine, *Canadian Newcomer* – and you can tell that this is a publication because it is italicized, According to Leonard ND of the magazine *Canadian newcomer* new people to a work culture should try to adapt by mixing in with their new workmates colon

So you can see the block format, the whole quotation is blocked and half an inch in from the left margin. Note here that the right margin is not justified or straight, only the left margin is.

All the citation material is here. The author, Leonard is in the introductory sentence or signal phrase, you have the year or lack of year, in this case, and you have the paragraph, in this case 15 where the reader can find it in the original text. If you don't have stable pages to refer your reader to, as in the case of a web page, you must then count the paragraphs from the beginning of the article and cite it that way. It is always easier to download a PDF of an article because you don't have to count paragraphs as the page numbers are stable.

Did you notice the square brackets? In a previous section of the original text it was explained who Binoj was. To help my readers better understand, like that Binoj is from India and that he works in an office, I have put this information into the quote using square brackets. By using the square brackets, the readers can understand why Binoj's opinion is important, that is he has experience in that given situation.

#### Slide 5

Last but not least I want to talk about indirect quotations. An indirect quotation – or some people call it a secondary quotation – is when a writer has quoted a quote in another or secondary text. It is a quotation of a quotation!

Maybe an example will help. If Jang was the original person who put together some words and then a second author, in this case, Strong, quoted Jang but then you then quoted Jang's words that you found in Strong's article, then you would be quoting from a secondary source. That's an indirect quote. So if A is the original and B quotes from A, but you quoted A from B then you must cite it like I have here.

#### Slide 6

Before you go, here a few guidelines that may be helpful for you when you are quoting in your paper.

If you read it, and you are using the information, even if you knew it before you read it – CITE IT. Let your readers know where they can find the information and safeguard against being charged with plagiarism

Understand the sentence before and after the one you quote and if you don't understand those sentences, don't use it!

Common knowledge does not have to be cited, but if you're not sure if it is common knowledge – something that everyone knows already – if you're not sure if something is common knowledge then cite it.

