

# Quotations

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## Using In-Text Quotations: The Four Steps to a Complete Analysis

### Step 1: Introduce your quotation.

Give any background information that is necessary for the reader's understanding of the quote (i.e., give context).

### Step 2: Quote.

Insert your quotation. In most cases, your quotation should be integrated into a sentence of your own, thus making it unnecessary to use long or block quotations.

### Step 3: Summarize your quotation.

Tell the reader what the author meant by describing the quotation in your own words.

### Step 4: Analyze.

Explain the significance of the quote you chose: why you chose to include it here and how it connects to your overall point. Don't assume that the reader will read your quotation and automatically come to the same conclusions that you did.

### *Example in MLA*

**Step 1:** Many people believe that global warming is concentrated in North America because of the greater amount of industrial pollution in this area. **Step 2:** We see many global warming hotspots in North America because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change" (Daniels 6). **Step 3:** This means that North America is more readily equipped to notice the warning signs of global warming. **Step 4:** Therefore, global warming is not necessarily specific to the North American region; instead, it is easier to identify global warming in North America.

*Revisit each quotation when you are done drafting your paper to ensure each step has been completed. If you follow these rules, you will cut down on unnecessary quoting. By adding commentary, you can also increase the length and depth of your paper.*

### Quoting in Analytical Essays

For any analytical essay, you are asked to call upon outside sources to support your thesis. Some professors may tell you it is imperative that you not over-quote.

You should have approximately 10-20% quotations and 80-90% summary, analysis, and commentary.