

## Basic Information About Direct Quotations

The *AAA Style Guide* (2009) provides guidelines specific to anthropological writing; however, when guidelines are not provided one should refer to the Chicago author-date skills sheets or the *Chicago Manual of Style*, 15<sup>th</sup> ed. (2003).

### WHEN SHOULD I USE QUOTATIONS?

Use them to preserve the wording of the original author because  
the author is an authority, or  
the passage is well-phrased, vivid, or dramatic, or  
the passage might be misinterpreted if expressed in other words.

### WHEN SHOULDN'T I USE THEM?

A general rule of thumb is that no more than fifteen percent of your paper should be quoted material. Therefore, when you can convey the idea just as effectively in your own words through the use of summary or paraphrase, do so. The purpose of using outside sources is to support your own ideas. "Source stringing" occurs when the amount of outside material is equal to or greater than your own original ideas.

### ARE THERE DIFFERENT WAYS TO FORMAT DIRECT QUOTATIONS?

Different areas of study require different documentation styles (i.e. APA, MLA, Chicago, AMA, etc.). The purpose of these formatting guides is to invoke a consistency in scholarly papers which results in efficiency and organization for the reader and writer. This skills sheet specifically focuses on how to format direct quotations in AAA style.

### HOW DO I INTEGRATE DIRECT QUOTATIONS PROPERLY INTO MY TEXT?

Whatever the documentation style, be sure to smoothly integrate your quotations into your text. This is accomplished by including a linking sentence or phrase that introduces the quote, an author identification (within the text or a parenthetical citation), and an explanatory or interpretative sentence.

**Example of Linking Sentence:** The use of technology in the classroom is becoming increasingly prevalent: "Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities" (Soven 2005:149).

**Example of Explanatory Sentence:** "Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities" (Soven 2005:149). The function of technology in the classroom is expanding, thus creating more opportunities for learning.

# Run-In Quotations in AAA Format

When directly quoting from a source, proper documentation is required. If quoting fewer than five lines, run it into the text and use double quotation marks.

**Author-Date Short Quotation Example:** He notes, “this perfected human contact can be attained only if a mutual, strong relationship between the organization and its constituencies exists” (Brunner 1998:74).

## According to AAA Style Guidelines for using short quotations:

- include the author’s last name, the year, a colon and the page number(s) of the quoted text, with end punctuation after the entire citation. There should be no spaced between the year, colon, and page numbers.

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# Block Quotations in Chicago Format

In AAA format, block quotations are used when quoting five lines or more.

## Quotation Example:

The study found the following:

The trouble source is in line 55 and the recipient (the ‘other’ participant) initiates (in line 56) a move to repair with the lead: ‘You mean’. In this case (as the one above with NS), Ian both initiates and completes the repair in the same turn. Satoko then confirms the repair and the talk moves on. She not only confirms the formulation, but also answers the question. This action by the student moves the talk forward. While there is a grammatical problem (which could be dealt with explicitly), *Ian orients instead to her intended meaning*. He formulates the gist of the prior turn. The other-initiated repair by Ian of the trouble source produced by Satoko draws attention to what she wants to say. This is what gets sorted out. [Nakamura 2008: 274, emphasis added]

## Guidelines for using block quotations:

- do not use quotation marks;
- indent the entire quotation five spaces from the left margin;
- single space a block quotation;
- place end punctuation at the end of the quotation, before the in-text citation;
- instead parentheses, place brackets around the citation; and
- if adding italics, used the phrase emphasis added (see above).

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# Secondary Sources

In AAA format, use primary sources whenever possible. When using a secondary source, cite the work in the bibliography for the in-text citation and place the original author in the text.

## Quotation Example:

As Sahlins notes “Economy has been defined as the process of (materially) provisioning society and the definition opposed to the human act of satisfying wants” (Rutz 1977:125).

**Do NOT use (Sahlins as cited in Rutz 1977:125)**

# How to Use Parts of Quotations in Chicago Format

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- According to *AAA Style Guide* (2009), ellipses are not required before the first word of a quotation, even if material has been omitted, nor are they required after the last word of a quotation, providing that the quoted material forms a complete sentence.
- Ellipses may be used in the middle of a quotation to indicate the omission of quoted material in between. When omitting words or phrases from the middle of a quotation, use three ellipses dots in their place.

**Author-Date Ellipses Example:** “Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities” (Soven 2005:149).

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- It is important not to change the meaning of the original quotation when omitting a section from the center. In other words, do not misrepresent the original meaning of the quote by omitting words such as *not*, *never*, or *always*.
- When inserting your own words into direct quotations to provide missing words or clarity, brackets must be used.

**Example:** He notes, “this perfected human contact can be attained only if a mutual, strong relationship between the organization and its constituencies [cohesive corporations] exists” (Brunner 1998:74).