

Quotations

The following information regarding The Bluebook Citation format is an adapted version of the style and formatting guidelines found in *The Bluebook*, 20th ed. (2015). This sheet is to serve as a ready-reference; more information can be found in the handbook sections provided.

Basic Information About Direct Quotations

WHY USE QUOTATIONS? (Rule 5)

Use them to support your argument.

Use them to compare claims in multiple works for the purpose of analysis.

WHEN SHOULD I USE THEM?

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.

Formatting Quotations

For quotations of 49 words or less, the following formatting instructions should be followed:

- ⇒ Enclose all quotations with quotation marks.
- ⇒ Place commas or periods inside the quotation marks, but place all other punctuation outside the quotation marks unless such punctuation is part of the quoted text.

Example 1:

- ⇒ “When, as here, the plaintiff is a public figure, he cannot recover unless he proves by clear and convincing evidence that the defendant published the defamatory statement with actual malice, i.e., with ‘knowledge that it was false or with reckless disregard of whether it was false or not.’” Masson v. New Yorker Magazine, 501 U.S. 496, 510 (1991) (quoting N.Y. Times Co. v. Sullivan, 376 U.S. 254, 279-80 (1964)).

Example 2:

- ⇒ “We refused to permit recovery for choice of language which, though perhaps reflecting a misconception, represented ‘the sort of inaccuracy that is commonplace in the forum of robust debate to which the New York Times rule applies.’” Masson v. New Yorker Magazine, 501 U.S. 496, 519 (1991) (citation omitted).

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: Note: A quotation appearing within another can
: either be parenthetically attributed to its
: original source or otherwise acknowledge by
: indicating that a citation has been omitted.
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For quotations of 50 words or more the following formatting instructions should be followed:

- ⇒ **Should be single-spaced, indented on both sides, justified, and without quotation marks.**
- ⇒ **Quotation marks within a block quotation should appear as they do in the quoted material.**
- ⇒ **The citation following the block quote should not be indented but should begin at the left margin on the line following the quotation.**

Example:

[T]his presumptive privilege must be considered in light of our historic commitment to the rule of law. This is nowhere more profoundly manifest than in our view that “the twofold aim [of criminal justice] is that guilt shall not escape or innocence suffer.” We have elected to employ an adversary system of criminal justice in which the parties contest all issues before a court of law. . . . To ensure that justice is done, it is imperative to the function of the courts that compulsory process be available for the production of evidence needed either by the prosecution or by the defense.

United States v. Nixon, 418 U.S. 683, 708-09 (1974) (citation omitted). The Court then balanced this interest against the evils of forced disclosure. Id. at 710.

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Guidelines for using block quotations:

- Do not use quotation marks.
- Indent the entire quotation five spaces from the left and right margins.
- Single spacing is required.

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