Skills for Citations

Never say "this quote shows", let it flow with your sentence

Has to be exact quotes: check every word with the text!

page number in parentheses after each citation

Always set up quotes: tell who said it to whom; when; where; why

If less than three lines when typing your quote in doubled-spaced typing, then it is appropriate to use quotation marks.

(p.__) = single page; and (pp.__) = multiple pages. Never use (pg.)!

A citation including dialog in the text should be marked with two quotations on the beginnings and end of the entire citation, and singe quotation marks around the spoken line(s) in the citation. *in other words* >>> For a quote inside a quote, the whole quote is in double quotation marks, and put what someone is saying in single quotation marks.

If your quote is more than three lines double-spaced, make the citation single-spaced and indented 1" from each margin. *in other words* >>> If a quote is more than three lines, highlight it, single space, and indent it so it looks like a little floating quote in the middle of your paper.

No quotation marks at the beginning and end of an indented citation. The indented, single-spaced format MEANS that it is a citation. No need for quotation marks, unless it has dialog in it.

* * * * *

Other skills:

Answer question in the topic sentence: BE SPECIFIC!

Organize your writing and answer the question at hand

Name, date, and draft number should be single-spaced

Examples

Kit loves the Great Meadow. She goes there whenever she needs to get away. The first day, she thinks: "Was it the fields of sugar cane they brought to mind, or the endless reach of ocean to meet the sky?" (p. 76)

* * *

Kit does not know that it is blasphemy to act out Bible scenes. When her school is visited by the local schoolmaster, "Mr. Kimberly flourished his cane at the silent children. 'Go directly home, boys and girls. The school is dismissed. Do not come back tomorrow.'" (p. 89)

* * *

Kit does not know that it is blasphemy to act out Bible scenes. When Mr. Kimberly suddenly appears at the school, Mercy tries to explain the chaos,

. . .but Kit broke in first. "It is all my fault, sir. I was just trying out a new idea."
"What sort of idea?"
"Well, sir, I was reading a story out loud to them from the Bible, and I thought instead it might be - more instructive maybe - to sort of - well, to act it out, and - "
"To *act* it!!"
"Like a play, you know," Kit floundered.
(p.89)

on the upper right-hand corner of your paper.

Put foreign words/sayings, or someone's thoughts, in *italics*

Any number less than 100 write out in words in words (128 or twenty-seven)

Titles should be in 14 pt bold type

No "I think" in any formal writing. The whole piece is what you think. Be an authority.

Vary the way you say things: your words, your sentence structure, your syntax

The title of your poem or piece should never repeat words in the piece: titles (especially for poetry) should *add to (indicate another dimension of)* what you are saying

Write in third person unless otherwise requested (such as a 1st Person Narrative)