USING QUOTATIONS IN YOUR ESSAYS

SIGNAL WORDS
To keep your writing interesting, avoid introducing a quotation the same way every time. For example, try placing the signal phrase in the middle of a sentence or at the end to vary your sentences. A variety of signal verbs are available for use when quoting material; however, be sure to choose an appropriate verb that indicates how you are relating the material within the context of your paper.

acknowledges  discusses  proves
adds  disputes  refutes
admits  emphasizes  rejects
agrees  explains  remarks
allows  expresses  replies
answers  finds  reports
asserts  identifies  responds
believes  implies  reveals
charges  interprets  shows
claims  lists  speculates
concedes  maintains  states
concludes  notes  suggests
conCURS  objects  summarizes
confirms  observes  supports
contends  offers  thinks
criticizes  opposes  urges
declares  outlines  warns
describes  points out  writes
disagrees  proposes

*Note that MLA style uses signal verbs in the present tense (Smith concludes . . .), but APA style generally prefers the past tense (Smith concluded . . .). When writing about literature, use present tense.

Three guidelines when writing about literature:

• Introduce a quotation either by indicating what it is intended to show or by naming its source, or both.
• For non-narrative poetry, it’s customary to attribute quotations to "the speaker"; for a story with a narrator, to "the narrator." For plays, novels, and other works with characters, identify characters as you quote them.
• Do not use two quotations in a row without intervening material of your own.
TEMPLATES FOR USING QUOTATIONS

Templates for Introducing Quotations (Notice use of present tense.)

- X states, "_______."
- X says, "_______."
- As the prominent philosopher X puts it, "_______."
- According to X, "_______."
- X himself writes, "_______."
- In her book, _______, X maintains that "_______."
- Writing the journal Commentary, X explains that "_______."
- In X’s view, "_______."
- X agrees when she writes, "_______."
- X disagrees when she writes, "_______."
- X complicates matters further when she writes, "_______."

Templates for Explaining Quotations

- Basically, X is saying _______
- In other words, X believes _______
- In making this comment, X argues that _______
- X is insisting that _______
- X’s point is that _______
- The essence of X’s argument is that _______
COMMONLY USED TRANSITIONS

<table>
<thead>
<tr>
<th><strong>Cause And Effect</strong></th>
<th><strong>Conclusion</strong></th>
<th><strong>Addition</strong></th>
<th><strong>Concession</strong></th>
<th><strong>Example</strong></th>
<th><strong>Elaboration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accordingly</td>
<td>As a result</td>
<td>Also</td>
<td>Admittedly</td>
<td>After all</td>
<td>Actually</td>
</tr>
<tr>
<td>As a result</td>
<td>Consequently</td>
<td>In fact</td>
<td>Of course</td>
<td>As an illustration</td>
<td>Another way</td>
</tr>
<tr>
<td>Consequently</td>
<td>That</td>
<td>Indeed</td>
<td>Although it is true</td>
<td>Consider</td>
<td>By extension</td>
</tr>
<tr>
<td>Hence</td>
<td>Hence</td>
<td>Besides</td>
<td>Naturally</td>
<td>To take a case in point</td>
<td>In short</td>
</tr>
<tr>
<td>It follows, then</td>
<td>In conclusion, then</td>
<td>Furthermore</td>
<td>To be sure</td>
<td>For example</td>
<td>To put it bluntly</td>
</tr>
<tr>
<td></td>
<td>In Short</td>
<td>So</td>
<td></td>
<td></td>
<td>In short</td>
</tr>
<tr>
<td></td>
<td>In sum, then</td>
<td>Consequently</td>
<td></td>
<td></td>
<td>To put it succinctly</td>
</tr>
<tr>
<td></td>
<td>It follows, then</td>
<td>Thus</td>
<td>I concede that</td>
<td></td>
<td>Ultimately</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Comparison</strong></th>
<th><strong>Contrast</strong></th>
<th><strong>Admittedly</strong></th>
<th><strong>Example</strong></th>
<th><strong>Elaboration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Along the same lines</td>
<td>Although</td>
<td>Nevertheless</td>
<td>After all</td>
<td>Actually</td>
</tr>
<tr>
<td>In the same way</td>
<td>But</td>
<td>Nonetheless</td>
<td>As an illustration</td>
<td>Another way</td>
</tr>
<tr>
<td></td>
<td>By contrast</td>
<td>On the contrary</td>
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<td>Despite the fact that</td>
<td>Regardless</td>
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<td>To put it bluntly</td>
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<tr>
<td></td>
<td>Even though</td>
<td>Whereas</td>
<td></td>
<td>In other words</td>
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<td></td>
<td>However</td>
<td>While</td>
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Template excerpts taken from