HOW TO QUOTE

Quoting is used when you want to support your own statements by pointing to evidence from the text you are working with. There are different ways of incorporating an author's words into your text. If you express the author's ideas in your own words, you are paraphrasing. When you quote, you repeat exactly what the author has written. Always give a source for your quotations (page and line number).

- **quoting a word or phrase**
  The author stresses that "America will turn its wealth to the rest of the world and help end poverty" (ll. 2f.).
- **paraphrasing**
  The author is of the opinion that the whole world will benefit from America's wealth (cf. ll. 2f.).
- **quoting a complete sentence**
  Lahiri's parents gave her no encouragement, on the contrary: "According to my parents I was not American, nor would I ever be no matter how hard I tried" (p. 95, ll.38-39).
- **embedding a quote into your own sentence**
  Whereas the author emphasizes that the USA "will turn its wealth to the rest of the world" (l. 2) I strongly believe that …
- **omitting or adding a word**
  Although the author argues that "America will […]help end poverty" (ll. 2f.) he does not accept that …
  Will the Americans really "turn [their] wealth to the rest of the world" (l. 2)?
- **quoting a text that uses quotation marks**
  In Genesis, the first book of the Bible, it states: 'And God said, "Let there be light" and there was light.'

Rules:

- The new sentence with your quote must be grammatically correct. If you omit or add words or if you need to change the grammar of the sentence, you use […].
- pages and lines are given like that:
  - p. 6, l. 7
  - p. 6, ll. 7f. (line 7 and the following line)
  - p. 6, ll. 7ff. (line 7 and the following lines)
  - pp. 6-7
  - p. 7, ll. 1-8
  - p. 7, l. 6 – p. 8, l. 4
  - cf. l. 2 (=compare)