

How to quote correctly

Whenever you quote directly or indirectly from a text, you must mark this in your own text and indicate the source. (In most tests this means giving the line number(s).)

There are, however, some **important rules** that you should follow:

1. If you are only paraphrasing part of the text, it is enough to give the line number(s) in round brackets.

Example: *John has mixed feelings about the village of Limuru (ll. 29-31).*

2. Mark direct quotations with quotation marks. Remember that in English both quotation marks are “high” (in contrast to German quotation marks, which follow the pattern „lowhigh“).

3. Give the line number(s) for direct quotes in round brackets, just as for paraphrases.

4. Always make the quotation part of your text, grammatically and with regard to content.

Example: *John is “all alone” (l. 24). He feels “frightened” (l. 13).*

5. Use [...] to mark that something has been left out in a quotation. The resulting sentence or phrase must still be grammatically correct. Be careful not to change the meaning of the original text. Do not insert [...] before and/or after quotations.

Example: *“Limuru [...] evoked differing emotions at different times” (ll. 28-29).*

6. Use square brackets to indicate changes or additions to the original text. This may be necessary to get the correct tense for your sentence. Do not make unnecessary changes.

Example: *John “dream[s] of circumcision” (l. 14).*

7. Avoid unnecessary quotations. You **should**, however, quote from the text whenever you need to give proof or examples for what you are saying about the text.

Example: *The author makes use of many metaphors and similes, such as: “The last night's incident rushed into his mind like a flood” (ll. 34-35).*

8. In contrast to German use, there is no “f. /ff.” when referring to line numbers. Always give line numbers for the beginning and end of the passage you are quoting.

9. The full stop belongs after the round brackets with the line number(s).

Quelle: Sk (2015)