

## Formatting Citations & Quotations

Most professional fields have specific standards for quotation and citation when writing in that field. Since you are only allowed to use the assigned materials as evidence for your argument, Humanities requires only a simple quotation and citation format that allows the reader to locate and to verify the quotations and ideas you use from the texts.

### Citations

1. Format the *first* citation of a text as follows: (Author's last name, Title, Location)  
*Ex1.* (Shakespeare, *The Tempest*, V, 1.205-213)  
*Ex2.* (Montaigne, "On Cannibals," p. 86-87)

2. Abbreviate citations *after* the first by using either the author's last name or the title (shortened if it is long) and the location in the text.  
*Ex1.* (Shakespeare, I, 2.351) or (*Tempest*, I, 2.351)  
*Ex2.* (Montaigne, p. 88) or ("Cannibals," p. 88)

Exception. If your sentence includes the author's name or the title of the text you are quoting, then you can leave that information out of the citation.

3. **Titles.** Italicize the title of long works. Use quotation marks for shorter works.

Exception. *Religious scriptures* are neither italicized nor placed in quotation marks. This is the case for the titles of the complete work (Bible, Quran, and Bhagavad Gita, etc.) as well as the books within the work (Genesis, Jonah, and 1 Corinthians, etc.).

4. **Location.** Should you use the page number or some other means of locating the quotation you use? The rule is to use the most universal location reference available to you. For many texts, the page number to the edition you are using is the best available option. There are some common exceptions:

**The Bible**, or similarly formatted scriptures. Use the chapter and verse, separated by either a colon or a period.

*Ex.* (Job 1:1) or (1 Corinthians 13.4-7)

**Poetry** is referenced by line number.

*Ex.* (Eliot, "The Waste Land," 433) & (Heaney, "Follower," 4-6)

**Epic Poetry.** Include the book in addition to the line number.

*Ex.* (Homer, *Odyssey*, 24.284) or (Milton, *Paradise Lost*, IV.51-57)

**Theatre.** When citing a play, the method depends on the format. When available, use the act and scene, and if in verse, the line number.

*Ex.* (Sophocles, *Antigone*, 684-685) & (Shakespeare, *Hamlet*, III, 1.56-60)

## Quotations

When you format a quotation, consider the length of the quoted passage, whether it is prose or verse, and how you are integrating it into your paper.

### Prose Quotations

1. Shorter, embedded quotations
  - The citation goes outside the enclosing quotation mark and before the period.
  - Use a comma or colon to set a quotation off from the rest of the sentence if it is an independent clause.

*Ex.* Machiavelli argues of a prince, “he must learn from the fox and the lion; because the lion is defenseless against traps and a fox is defenseless against wolves” (*The Prince*, p. 56).
  - Do not use a comma before the quotation when it is grammatically integrated into your sentence.

*Ex.* Job is described as “blameless and upright, one who feared God, and turned away from evil” (Job 1.1).
2. Longer, indented quotations (block quotations)
  - Longer quotations should be single-spaced and indented. A good definition of *long* is more than three lines of poetry or four lines of prose.
  - Indent 10 spaces (2 standard tabs).
  - Since the indentation represents a break in your prose, the passage should be set off with a colon.
  - Do *not* surround the passage with quotation marks. Indenting takes their place.
  - Place the citation on the line below the quoted passage, outside the ending punctuation, and toward the right margin.

*Ex1.* During his trial, recognizing that the jury will not understand or appreciate his reasons for acting the way he does, Socrates states:

[I]f I say that it is the greatest good for a man to discuss virtue every day as well as those other things you hear me conversing about and testing myself and others because the unexamined life is not worth living for men, you will believe me even less.

(Plato, *Apology* 38a)

Ex2. The second creation story in Genesis contains an iconic image of God's creation of man:

The Lord God formed man of dust from the ground, and  
breathed into his nostrils the breath of life; and man became  
a living being. And the Lord God planted a garden in Eden,  
in the east; and there he put the man whom he had formed.  
(2.7-8)

### Poetry Quotations

1. Shorter, embedded quotations
  - The rules for quoting poetry are the same as for prose with the additional need to maintain the integrity of the poetic line. When you embed more than one line of poetry in your prose, use the slash (/) to represent the end of a poetic line.

Ex. Anger causes Achilles to be indecisive: "The heart in his rugged chest was pounding, torn... / Should he draw the long sharp sword slung at his hip, / thrust through the ranks and kill Agamemnon now?" (Homer, *Iliad*, I.223-225).

2. Longer, indented quotations (block quotations)
  - See #2 above for the basic rules for indented quotations.
  - Two special considerations:
    - When your quotation begins in the middle of a poetic line, put the first quoted word in the middle of the first line of your indented quotation.
    - When omitting a line of poetry from an indented quotation, indicate it with one line of evenly spaced periods.

Ex. The Trojans debate what to do with the wooden horse the Greeks have left at the gate, and Laocoön correctly argues:

Poor doomed fools,  
have you gone mad, you Trojans?  
You really believe the enemy's sailed away?  
Or any gift of the Greeks is free of guile?  
Is that how well you know Ulysses? . . .  
.....  
I fear the Greeks, especially bearing gifts.

(*Aeneid*, II.52-62)