

Using quotes (the author-date system)

Some general rules

1. Do not use too many quotes.
2. Quote **exactly** from the source.
3. Join the quotation to your text in a way that is grammatically correct.
4. Do not let a quote stand alone.
5. **Always** acknowledge your sources.

The examples used below are printed material with a single author. For any variations consult the current UNE *Style Guide*, <http://www.une.edu.au/tlc/styleguide/index.htm>

Short direct quotes

If the quote is less than about thirty words, or not more than three lines, use **single inverted commas** and include the quote in the text.

If the author's name is used in the text (strong author orientation), the year of publication and the page number appear in parentheses immediately after the author's name. Note the colon between the year of publication and the page number.

Grella (1970:14) suggests that Mickey Spillane 'represents the perversion of the American detective novel', but this has not affected his popularity which remains high.

If the author's name is not used in the text (weak author orientation), the author's name, the year of publication and the page number appear in parentheses immediately after the quote. Note that the full stop appears after the parentheses are closed.

The popularity of Mickey Spillane remains high despite the suggestion that he 'represents the perversion of the American detective novel' (Grella 1970:14).

Longer direct quotes

If the quote is more than thirty words or three typed lines, do not use inverted commas. Indent the quote and reduce the spacing from double to single. Never end a paragraph with a block quote.

If the author's name is used in the text (strong author orientation), the year of publication and the page number appear in parentheses immediately after the quote. Note that the full-stop appears before the parentheses.

Grella suggests that the hard-boiled detective is heroic because:

however imperfect or limited he may be, he acts according to his apprehension of the truth. No matter what it may cost him, the detective follows his moral code. For Hammett, the code is chiefly professional. (1970:9)

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Indirect quotes

If you use your own words to express the ideas or opinions of other writers, or you have summarised the work of another author using your own words, the result is an **indirect quote** which must still be referenced. Indirect quotes are included in the text and inverted commas are not used.

Verbs and tense

There are many ways to introduce quotes. Choose *carefully* from the following list:

adds, affirms, agrees, argues, assumes, challenges, claims, clarifies, concludes, presumes, declares, demonstrates, describes, disagrees, discusses, doubts, emphasises, explains, implies, maintains, observes, points out, presents, reports, reveals, shows, states, suggests, questions.

In general, use the **present tense** to introduce direct and indirect quotes. **Past tense** may be used when the focus is on what previous researchers did.

Punctuation

Minimal Punctuation - Use a comma before a direct quote only if there is an obvious break in the sentence.

Maximal Punctuation- Use a comma or a colon before every direct quote. Use a colon to introduce longer direct quotes (block quotes), where the quote is indented and single-spaced.

Maximal and Minimal Punctuation - Use double inverted commas for quotes within quotes.