



CMS FORMAT QUOTATIONS

Adapted from *A Writer's Reference*, 8th edition, by Diana Hacker and Nancy Sommers

In academic writing, we emphasize our own ideas by paraphrasing or summarizing information from other sources and then analyzing that information in our own words. Direct quotations are most effective when a writer wants to

- add authority to an argument
- explain technical concepts
- include especially vivid or powerful language
- analyze the language of a source.

Avoid dropping quotations into a paper without introduction. Prepare the reader for the borrowed material with a brief introduction, often called a *signal phrase*. The signal phrase usually names the author of the source and provides some context for the quote. Use a variety of signal phrases and sentence constructions to make your writing more interesting.

Common Signal Phrase Verbs

acknowledges	claims	emphasizes	reasons
adds	comments	explains	reports
agrees	compares	insists	responds
argues	confirms	notes	states
asserts	contends	observes	suggests
believes	declares	points out	writes

Short Quotations

Integrate brief quotations into a paper with a signal phrase, usually including the author's name.

Double space the quoted text and enclose it in quotation marks. Follow the quotation with a superscript number after the end punctuation that corresponds to CMS-style footnotes or endnotes.

Writers do not always need to quote full sentences from a source. You can choose the most important parts and integrate them into your own sentence.

Example

According to popular author Malcolm Gladwell, successful people have “hidden advantages and extraordinary opportunities and cultural legacies that allow them to learn and work hard and make sense of the world in ways others cannot.”⁵

Long Quotations

The writer has some flexibility in deciding whether or not to set off a long quotation by indenting it. A quotation of more than four or five typed lines of text may be set off for emphasis; quotations of ten or more lines should almost always be set off. To set off a long quotation, indent it one-half inch (five spaces or one tab) from the left margin. Double space, but do not use quotation marks. Introduce the long quotation with an informative sentence usually followed by a colon. Cite the passage with a superscript number that corresponds to CMS-style footnotes or endnotes.

Example

Gladwell argues persuasively that success is more than an individual accomplishment:

People don't rise from nothing. We do owe something to parentage and patronage. The people who stand before kings may look like they did it all by themselves. But in fact they are invariably the beneficiaries of hidden advantages and extraordinary opportunities and cultural legacies that allow them to learn and work hard and make sense of the world in ways others cannot. It makes a difference where and when we grew up. The culture we belong to and the legacies passed down by our forebears shape the patterns of our achievement in ways we cannot begin to imagine.⁶

Footnote or Endnote:

6. Malcolm Gladwell, *Outliers: The Story of Success* (New York: Little, Brown, 2008), 19.