EVERYTHING YOU NEED TO KNOW ABOUT INTEGRATING QUOTATIONS INTO YOUR LITERARY ANALYSIS

PART 3A: FORMATTING QUOTATIONS – GENERAL INFORMATION

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Formatting quotations depends first on the genre (prose, poetry, or drama) and then on length (short or long).

Integrating quotations into your own sentence (and paragraph) depends not only on the genre and length but also on whether the quotation is partial or complete, which in turn affects:

- the grammar and syntax of your sentence before and around the quotation,
- possible changes to the quotation to make it work effectively with your sentence,
- punctuation before and at the end of the quotation.
Prose is any form that is written in paragraphs. Prose can be both fiction or nonfiction and typically duplicates ordinary everyday language. Published prose can be recognized because left and right margins are justified (lined up). When quoting prose, it's important to duplicate the content exactly but not necessarily the formatting.

Poetry is written in lines and stanzas and typically uses carefully crafted language and form to replicate the range of human emotion, experience, and imagination through sense, impression, and sound/rhythm. Typically, the left margin is justified but the right margin is uneven. When quoting poetry, it’s important to duplicate both the content and the formatting exactly, including capitalization, line breaks, etc.

Drama (or plays) is written primarily in dialogue among characters with occasional stage directions, describing the setting or the characters' speech or actions, etc. Formatting of quotations from drama depends on whether the quotation is of one or more people speaking. Formatting of drama quotations also depends on the genre as drama has been written in poetry (the ancient Greek plays) and prose (most modern drama) as well as a combination of the two (Shakespearean plays).
A short quotation is presented inside quotation marks and is part of your paragraph. Short quotations may be partial or complete, which affects how they are integrated into your sentence as well as the punctuation before (and, with some partial quotations, after) the quotations.

A long quotation is blocked and presented without quotation marks around. Blocking means indenting the left side one inch (one tab setting more than the first line of a paragraph is indented). All long quotations are complete.
Formatting Quotations: Definitions of Partial and Complete Quotations

A partial quotation is a word, phrase, or clause excerpted from the source that is incorporated into your own sentence and syntax. Your sentence and the quotation typically complete each other. Each half (your sentence and the quotation) in many cases would be a fragment without the other. Punctuation before the quotation depends on what would be used in a sentence if the quotation marks weren't there. Your sentence can continue after the quotation and in some cases may need to. Only short quotations are partial.

A complete quotation is a complete sentence or sentences that you introduce with a complete clause leading up to the quotation. The punctuation at the end of the sentence before the quotation is a colon (:). Both short and long quotations may be complete.

- Note: Most likely the majority of the quotations you will use in your papers will be short partial quotations. Long quotations should be used sparingly (possibly only one or two per paper) and need to be justified; the longer the quotation, the more interpretation/analysis of it you need to provide.