Quotation and Paraphrase

There are two main ways to use material from a source, quotation and paraphrase, and you must distinguish carefully between them.

**Quotation**

If you take a passage, a sentence, a phrase, or even a distinctive word from a book, article, or other source you must put the borrowed material in quotation marks (with double quotation marks for a quotation within a quotation). Quotations and their introductory clauses need to be grammatically complete. If something is left out of the original quotation then three dots (...) should be used to show the omission. If you add words, these should be in square brackets. You must also clearly indicate the source from which the phrase came (in a footnote).

A longer quotation (more than three lines) should be indented and single spaced in a separate paragraph.

e.g.

Terry Eagleton explicitly links Freud’s psychoanalytic theories with his politics, claiming that his limitations as a political thinker were conditioned by his own historical circumstances.

When Freud turns to directly political themes, a notable coarsening of his intelligence sets in; like many a bourgeois intellectual, his ideological obtusenesses are at war with his native wit. If Freud had lived through a different, more hopeful political history, much in his theoretical doctrine would have been transformed.


**Paraphrase**

If you paraphrase or summarise information or ideas from a book, article, or other source you must take great care to put the information into your own words, and you must, again, clearly indicate the source from which the information came.

e.g.

Many biographies of Rossetti interpret his pictures of women in symbolic terms, so that each woman is taken to represent ‘a different phase in the artist’s spiritual development’. (with footnote: Prettejohn, E., Rossetti and his Circle, London: Tate Gallery Publishing, 1997, p.9)