# ACADEMIC COMMUNICATION INFO SHEET
## Referencing: How to quote (R: Q)

When writing for academic purposes you are required to gather information from other authors to support your point of view or thesis. **Quoting** is one way of showing that you have done this but you should not overuse this technique. Aim to **paraphrase** more of the words and ideas of others to show how well you understand them and can use the source to support your point of view.

### Learn about:

- How to quote
- How to reference a quotation
- How to modify a quotation

Also see Info Sheets about note making, paraphrasing and summarising.

### What is a quote?

You are quoting when you use someone else's exact words in your writing. When you use someone else's words, you must indicate where the quote begins and ends, and provide an in-text reference so it is clear whose words you are using and where you found them. Both APA and Harvard style expect this boundary to be clear.

### How to quote

For a short quotation (fewer than 30 words in Harvard, fewer than 40 words in APA), you should:

- Integrate the quotation into your own sentence.
- Enclose the quoted words in quotation marks. Use 'single' quotation marks for Harvard, "double" for APA.
- Put the in-text reference before the final full-stop of the sentence. The in-text reference should include the author, the year of publication and the page number.

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For a long quotation (more than 30 words in Harvard, more than 40 words in APA), you should:

- Introduce the quotation.
- Begin the quotation on a new line.
- Indent the entire quotation from the left side and leave the right side ragged or normal.
- Omit the quotation marks.
- Put the in-text reference after the final full-stop of the sentence. The in-text reference should include the author, the year of publication and the page number.

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**Note:** Harvard style also requires the font size of the quote to be two points smaller than the font size of the essay. Do not italicise these quotes.

## Referencing and punctuating quotations

If you are quoting a source with no page numbers, such as a web page, there are different approaches for Harvard and APA.

For **Harvard**, go to Print Preview in your web browser and identify the page the quotation is on and the total number of pages in the web site.

### Harvard example:

When paraphrasing, it is acceptable to use phrases that are 'part of the shared language within the . . . discipline' (University of Wisconsin 2012, p. 2 of 3).

For **APA**, provide the name of the nearest heading and the paragraph number.

### APA example:

When paraphrasing, it is acceptable to use phrases that are "part of the shared language within the . . . discipline" (University of Wisconsin, 2012, "Shared Language", para. 2).

## Leaving words out or putting them in

If you decide to leave out words, use an ellipsis **(. . .)** to indicate the cut. Make sure you do not change the author's meaning.

### Example of an ellipsis:

According to the NHMRC (2009, p. 7), 'alcohol-related harm . . . has relevance for families, bystanders and the broader community'.

If you need to insert words into a quotation, put them in square brackets. You might do this to define a term or indicate an error in the quoted material.

### Example of an insertion:

Choice (2008, p. 4) cites research showing that 'alcopops [premixed alcoholic drinks] are extremely popular with underage drinkers'.

**If you find an error in the material** you want to quote, don't correct the error. Instead, insert [sic] immediately after the error to indicate that it was in the original.

**Note:** The quote needs to fit grammatically into your paragraph. The quotation is the grammatical continuation of that part of the sentence used to introduce it.

## More Info

You can find examples quotations in the CQUniversity Abridged APA Guide and the Abridged Harvard Guide here:

https://www.cqu.edu.au/student-life/services-and-facilites/referencing/cquniversity-referencing-guides

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