



## Rules for using quotations

### 1 Short extracts

If they're no more than, say, three or four lines (30-40 words), incorporate them within your text and enclose them in quotation marks.

### 2 Long extracts

Indent them from both sides, or just from the left. Usually these are single-spaced. With the quotation blocked in this way and separated from the main text there is no need to use quotation marks. With some style guides it's customary to reduce the font size, say, from 12 to 11.

### 3 Shortened extracts

**3.1** When you shorten an extract to include only that which is relevant, indicate where you have taken words out by inserting three dots.

**3.2** Where you have to insert your own words to ensure the shortened extract reads grammatically, enclose your own words in square brackets.

**3.3** If a word which was formerly inside a sentence now begins it, enclose the first letter of the word in square brackets.

**3.4** The one obvious rule that governs all these changes to the original text is that you must take care not to alter the author's meaning.