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# **How to quote in English?** SM/Jochen Lüders

# **Quoting (*Zitieren*)**

1. Always mark quotations with quotation marks.
2. In English both “quotation marks” are above the line („German quotation marks“).
3. Do not add a quote in parentheses, when you have already paraphrased a passage.
4. Use square brackets [blablabla… to indicate changes or additions to the original text.
5. Use an ellipsis between square brackets […] to make clear that some­thing has been left out in a quota­tion.
6. Make sure that the resulting sentence is grammati­cally correct and that you do not change the meaning of the text when you use ellipsis.

# **Citing (*Belegen*)**

1. Use a hyphen to refer to several lines (12-15) and a comma to refer to separate lines (12, 15).
2. The full stop comes after the round brackets with the line number(s).

Even when you paraphrase or summarize a passage you must give line numbers in paren­theses **3. Examples:**

**Harry Potter and the Philosopher’s Stone, chapter 4, p. 39**

The giant squeezed his way into the hut, stooping so that his head just brushed the ceiling. He bent down, picked up the door and fitted it easily back into its frame. The noise of the storm outside dropped a little. He turned to look at them all. ‘Couldn’t make us a cup o’ tea, could yeh? It’s not been an easy journey …’ He strode over to the sofa where Dudley sat frozen with fear. ‘Budge up, yeh great lump,’ said the stranger. Dudley squeaked and ran to hide behind his mother, who was crouching, terrified, behind Uncle Vernon. ·

* When you want to refer to some general idea or describe something in your own words you give the reference like this: Rubeus Hagrid is a huge man who has to stoop so that his head doesn’t touch the ceiling of the little cottage (cf. p. 39). [cf. stands for to confer, another word for to refer to.]
* When you want to quote directly from the text you use the double inverted commas and give the page number.
* When you have more than one quote from a page in a sentence or passage it is enough to give the page number once. Hagrid is such a tall and strong person that he fits the door “easily back into its frame” and scares Dudley, who runs “to hide behind his mother” (p. 39).
* Hagrid’s language is rather sub-standard. He says “yeh” instead of ‘you’ and impolitely names Dudley a “great lump” (p. 39).
* Sometimes the quote you choose doesn’t fit into the grammatical structure of your own sentence. So, if it is necessary to change the quote, use square brackets. Hagrid impressed Dudley when he “fitted [the door] easily back into its frame” (l.12, p. 39).