

USING QUOTATIONS

Use them to back up your arguments

Use them sparingly

Keep them brief if you can

When using quotations in your work:

- **Copy the words and punctuation of the original, exactly.**
- **If you decide to omit any words, use three dots ... to indicate where the words were in the original.**
- **If you need a word or words into the quotation so that it makes sense out of context, put this in square brackets [xxx]**
- **Follow your department's guidelines on how to present long and short quotations in your work**