Quoting From Sources

Every essay should be based upon personal research and analysis. Any factual material or ideas taken from other sources must be acknowledged using a reference.

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your document. You must reference any information you have taken from both primary and secondary sources using the APA referencing standards.

Direct Quotes

A direct quote is a word-for-word extract taken from either a primary or a secondary source.

“Roman gravestone at the Archäologischer Park, Xanten, Germany” by Tfioreze.. Source: https://commons.wikimedia.org/wiki/File:Latin_Letters.jpg

There are some general rules for using direct quotes:

- Use double inverted commas to signify the exact words that you have used.
- Keep them short (usually less than three lines of typed text)
- Just before the full stop of the sentence in which you have used a direct quote, place the in-text citation.

Modifying direct quotes:

- If you want to change or insert a word in a direct quote, use square brackets “[ ]” to show the reader that you have done so.
- If you want to leave out some of the words in the middle of a direct quote, use an ellipsis “… ” to do so.

For example:

Rankin states that there "may [be] doubt whether Vindex wished to ... replace the emperor at Rome" (1987, 145).
Direct quotes should be incorporated into your own writing. They should not be put into your writing as whole sentences by themselves, and at the very least, it requires your own words either before or after the quote.

**For example:**

This is clear when Plutarch said that it was “a religion of women and eunuchs” (von Domaszewski, 1911, 51-2).

However, it is best to embed direct quotes in the middle of a much larger sentence:

**For example:**

It should be noted that Plutarch stated that it had always remained “a religion of women and eunuchs”, insinuating that it was unacceptable to the majority of Romans (von Domaszewski, 1911, 51-2).

You should only use a limited number of direct quotes in your essays. They are best used when you think that the author’s exact words are the best way to support your argument.

However, if you can rewrite (paraphrase) the information in a better way, do it as an **indirect quotation**.

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**Indirect Quotes**

An indirect quote is when you have used an idea or opinion from a source but have paraphrased (summarised) it into your own words. This is extremely useful to highlight the main idea of a source and is usually a better method of showing information than using a direct quotation.

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**How to paraphrase effectively:**

1. Carefully read the source and highlight important words.
2. Rewrite a simplified version of the sentence(s) using altered vocabulary, but without altering the meaning.
3. Check what has been written, edit where necessary and then compare to the original. Does the paraphrased section clarify, but not copy, the original?
There are some general rules for using indirect quotes:

- Do not use double inverted commas
- Just before the full stop of the sentence in which you have used an indirect quote, place the in-text citation.

For example:

Vindex may not have wanted to rule Rome at all (Rankin, 1987, 145).

Varro records that decrees made against the Egyptian cult were overturned due to the degree of popular, and often violent, interventions of the Roman people (Turcan, 2000,