**Quoting is when a writer uses someone else’s exact words and ideas to help communicate their own. This handout provides a few tips on quoting effectively.**

**When/How Much to Quote**

* Quote sparingly. Most information should be paraphrased.
* Only quote what begs to be quoted—when the original wording of the quotation is so powerful that to change it would diminish its impact.

**I-C-Eing Quotations**

* Introduce

*According to President Smith*,“the world needs visionaries”

* Cite

*(1979).*

* Explain

*By using a simple phrase, BCC’s President is making a major difference. President Smith is inspiring students to be the change they want to see in the world.*

**Templates for Introducing Quotations**

* X states, “\_\_\_\_\_\_\_\_\_\_.”
* As the world-famous scholar X explains it, “\_\_\_\_\_\_\_\_.”
* As claimed by X, “\_\_\_\_\_\_.”
* In her article \_\_\_\_\_\_\_, X suggests that “\_\_\_\_\_\_\_\_\_.”
* In X’s perspective, “\_\_\_\_\_\_\_\_\_\_\_.”
* X concurs when she notes, “\_\_\_\_\_\_\_.”