

QUOTATIONS

Use single quotation marks for direct quotations, and double quotation marks for a quote within a quotation.

[H]e is rejecting the view that ‘what fits the concept “true”, or what the concept “true” fits, is a proposition’ [1953: §136].

All quotation marks should be smart quotes (i.e. curly), not straight. Check that your final version has ONLY smart quotation marks, that is, ‘ ’ “ ” not ' ' " " .

Single quotation marks are also used as ‘scare quotes’, e.g.:

Consciousness, in lay terms, is associated with a sense of ‘being aware’.

Punctuation marks within and around quotations

If the quotation is a full sentence, the full stop should be placed inside the final quote mark. If it is not a full sentence, the full stop will follow the end quotation mark, not be placed within it.

Examples:

CORRECT: *Jones said, ‘It is a smash hit and I believe it is worthy of an Oscar.’*

CORRECT: *Jones described the film as being a ‘smash hit’ and ‘worthy of an Oscar’.*

INCORRECT: *Jones described the film as being a ‘smash hit’ and ‘worthy of an Oscar.’*

Indented quotations

Quotations that are 40 words or longer should be begun on a fresh line and indented on the page. NEVER use the space bar to format indented paragraphs. Do not use quotation marks as well as indentation, and unless the information is contained in the preceding sentence be sure to follow the quote with source details in square brackets. For example:

It is generally agreed that, for a certain class of cases, a rational subject cannot be wrong in treating two elements of thought as co-referential. Even anti-individualists like Tyler Burge agree that empirical error is impossible in such cases. I argue that this immunity to empirical error is illusory and sketch a new anti-individualist approach to concepts that doesn’t require such immunity.

[Dummett 1978: 313]

or, for example,

Dummett [1978: 313] tells us:

It is generally agreed that, for a certain class of cases, a rational subject cannot be wrong in treating two elements of thought as co-referential. Even anti-individualists like Tyler Burge agree that empirical error is impossible in such cases. I argue that this immunity to empirical error is illusory and sketch a new anti-individualist approach to concepts that doesn’t require such immunity.

The source information should be right-aligned and contain either the name of the source, the year, the page number, or all of these, as appropriate.

Retain spelling and punctuation

The spelling and punctuation of the original source should be maintained, even if it is not ‘correct’ by today’s standards or according to this style guide. Original Americanized spelling should be kept in quotations, so beware of using the spell-checker to change all ‘incorrect’ spelling.

Edited or truncated quotations

If the wording is adjusted slightly to fit the grammar of the sentence, put the interpolation within [square brackets]. If you have inserted an emphasis, use italics rather than bolding or underlining, and indicate this in the source, e.g.: [Dummett 1978: 313. Italics mine]

If the source quotation is truncated, either in the middle or at the end of the quotation, use ellipses to mark the point of the omitted material. Do not use ellipses at the start of the quote, even if material has been omitted there.

Ellipses should begin one space after the word they follow, with spaces between the dots. Do not allow Word to auto-format the full stops as ellipses. There is, however, one space after the final dot. There should always be exactly three dots in an ellipsis:

Correct: *According to Boas [1988], ‘following the procedure, the patient’s vital signs . . . had improved remarkably’.*

Incorrect: *‘the patient’s vital signs...had improved’*

Incorrect: *‘the patient’s vital signs... had improved’.*

Incorrect: *‘the patient’s vital signs ..had improved’.*

Incorrect: *‘the patient’s vital signs ... had improved.’*

Where a quoted sentence ends with an ellipsis, it is not necessary to add a final full stop (where needed, the information is normally provided by the following capital letter):

Example: *According to Lewis [1986: 21], ‘Outsourcing vendors promote the economic argument that competition keeps production costs lower . . . [T]here is little evidence that onshore outsourcing saves much money. Those studies confirming substantial savings . . . investigated relatively simple, standardized services . . .’*