

Formatting APA Quotations

Upon completion of this lesson, you will be able to identify when material must be quoted, whether the quote should be inline or block, and use this information to appropriately format and cite quotations following APA guidelines. Quoted material is material that is copied verbatim from another source. All quoted material must be cited which requires identifying the author(s) of the material, the publication year, and the location of the quoted material within the source.

Reference Location(s) in the APA Manual

Refer to the following sections of the APA manual for specific formatting guidelines for quotations:

Section	Content
3.07 Parentheses	Provides guidance for the use of parentheses to enclose citation information for quotations
3.08 Brackets	Provides guidance for the use of brackets to enclose supplemental information added to quotations
3.34 Quotation of Sources	Provides guidance for using quoted material
3.35 Accuracy	Explains the requirements for the accuracy of quoted material
3.36 Double or Single Quotation Marks	Explains the guidelines for using double or single quotation mark
3.37 Changes from the Source Requiring No Explanation	Provides guidance for changing capitalization and punctuation in quoted material
3.38 Changes from the Source Requiring Explanation	Provides guidance for formatting segments omitted from quoted material
3.39 Citation of Sources	Explains the guidelines for citing quoted material
3.40 Citations Within Quotations	Explains the requirements for including citations that are part of quoted material
3.41 Permission to Quote	Explains the requirements for obtaining permission to use quoted material
3.94 One Work by One Author	Explains the guidelines for formatting a within-text reference citation for a work with one author
3.95 One Work by Multiple Authors	Explains the guidelines for formatting a within-text reference citation for a work with more than one author
3.96 Groups as Authors	Explains the guidelines for formatting a within-text reference citation for a work with a group author
3.97 Works with No Author (Including Legal Materials) or With an Anonymous Author	Explains the guidelines for formatting a within-text reference citation for a work with an anonymous author or with no author
5.13 Quotations	Summarizes the guidelines for formatting quotations

Overview of the Formatting Guidelines

There are two general forms for including quoted material in a paper: inline with the text and as a block quote.

Inline Quoted Passage	Reasons provided for the lower scores of overconfident students were that these students “are prone to making more mistakes in multiple-choice tests” (Zakay & Glicksohn, 1992, p. 522).
Quoted Material as Block Quote	According to a report released by Dodge Data Systems (2000): <p style="padding-left: 40px;">A key element of integrating tobacco use prevention education into school curricula is through the development of the teacher training program. This program will use regional trainers to train classroom teachers on strategies and methods of disseminating tobacco use prevention information. It should be noted that regional trainers must demonstrate exceptional knowledge of basic tobacco use prevention information, policy issues, school methodology, curriculum development and design, and strategies to integrate tobacco use prevention education into a coordinated and comprehensive health curriculum (i.e., the Health Enhancement curriculum). (p.10)</p>

The length of a quoted passage is what determines whether it should be inline with the text or set as a block quote. Quoted passages that contain less than 40 words should be inline with the text; quoted passages that contain 40 or more words should be set as block quotes. Other differences between inline quoted passages and block quotes are listed in the following table.

	Inline Quotation	Block Quote
Content	Less than 40 words in the quoted passage	40 or more words in the quoted passage
Placement and Indentation	Inline with the text	Starts on a new line and all lines are indented 0.5 in. from the left margin If the quoted passage contains more than one paragraph, indent the first line of second and subsequent paragraphs an additional .05 in. from the start of the block quote.
Quotation Marks	Quoted passage enclosed in double quotation marks If the quoted passage contains quotation marks in the original material, replace them with single quotation marks.	Quotation marks not used (unless they are part of the quoted material)
Citation Information	Inline with the text to include author, year, and page number	Author and year typically precede the block quote Page, paragraph, or section information added to the end of the block quote

- When quoting the work of others, make sure that the quoted passage is accurate and verbatim. Place punctuation marks inside of quotation marks only when they are part of the quoted material. If there are grammatical errors or misspellings in the quoted material, retain them. You may add *[sic]* immediately following the error if needed for clarification.
- If you omit material from within a sentence in a quoted passage, put a 3-dot ellipsis (...) in the place of the omitted material. If you omit material between sentences, put a 4-dot ellipsis (...) at the end of the first quoted sentence. Information that is added to the quoted passage (such as letters, words, phrases, or explanations) should be enclosed in brackets ([]).
- Other changes that are acceptable to make to quoted material are the capitalization of the first word of the quotation and the punctuation at the end of the quotation.
- The elements of a within-text citation for a quoted passage consist of the last name(s) of the author(s), the publication year, and the location of the quoted material in the original source. There should also be a corresponding reference in the reference list. The format of the name(s) of the author(s) and the publication year follows the same rules used for regular within-text references. When citing the location of the quoted material in the original source, it is best to use the page number (preceded by p.) as the reference location. If the quoted material spans more than one page, the abbreviation pp. should precede the page numbers in the citation.
- If the original source document does not have page numbers but does have paragraph numbers, use the paragraph number (preceded by the symbol ¶ or the abbreviation para.) as the reference location. If the document contains neither page numbers nor paragraph numbers, include the heading and paragraph number (relative to the heading) as the reference location. For example, the following quoted passage was obtained from the second paragraph in the *Discussion* section of the paper:

“How much greater the effect would have been under more highly controlled conditions is impossible to say” (Cross & Cross, 1980, Discussion section, ¶ 2).

Examples of Quoted Material

Correctly Formatted Quotations

Below are examples of quoted material.

Consequently, interpretation of the results of such studies to demonstrate equivalence of test formats has limited validity. In a study designed to determine the “degree to which multiple-choice and constructed-response tests measure the same cognitive skills” (p. 144), Hancock (1994) controlled for cognitive complexity. The theoretical basis used to define the cognitive requirements of each test item was Bloom’s taxonomy.

According to Cross and Cross (1980, ¶ 4), “those who perceive themselves as having control and who assume responsibility for the outcome of events are considered to be ‘internally’ oriented.”

Knowledge was considered to be a critical issue for the participants. “However, participants felt that their levels of knowledge related to these knowledge categories was substantial before the workshop, since these three primary components were the highest knowledge levels reported both before and after the workshop” (Dodge Data Systems, 2000, pp. 12–13).

Additional data also indicated positive attitudes among the participants (Dodge Data Systems, 2000):

None of the barriers listed were rated as being major barriers, as the overall rating was 2.1 (less than midway between 5 as a major barrier and 1 as not being a barrier). The potential barrier rated the lowest was inadequate support from the Montana Office of Public Instruction -- apparently, most workshop participants felt that the OPI was doing its part in implementing effective tobacco use prevention. (p. 18)

Incorrectly Formatted Quoted Material

Below are examples of quotations that are incorrectly formatted or cited.

Consequently, interpretation of the results of such studies to demonstrate equivalence of test formats has limited validity. In a study designed to determine the “degree to which multiple-choice and constructed-response tests measure the same cognitive skills”, Hancock (1994) controlled for cognitive complexity. The theoretical basis used the cognitive requirements of each test item was Bloom’s taxonomy.

Missing page number

According to Cross and Cross (1980, ¶ 4), “those who perceive themselves as having responsibility for the outcome of events are considered to be “internally” oriented.”

Double quotation marks inside double quotation marks

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Citation outside of sentence

Additional data also indicated positive attitudes among the participants (Dodge Data Systems, 2000): “None of the barriers listed were rated as being major barriers, as the overall rating was 2.1 (less than midway between 5 as a major barrier and 1 as not being a barrier). The potential for adequate support from the Montana Office of Public Instruction -- apparently, most workshop participants felt that the OPI was doing its part in implementing effective tobacco use prevention” (p. 18).

Common Mistakes Made with Quoted Material

Listed below are common mistakes made when formatting or citing quoted material.

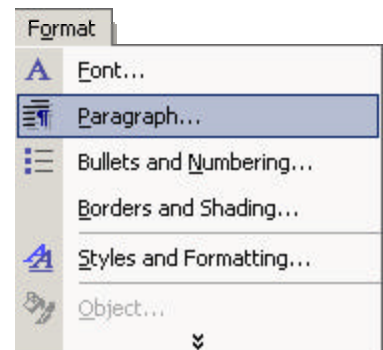
- Omitting the reference location (page number or paragraph number)
- Including page number but omitting the author and/or year
- Improper use of single quotation marks or double quotation marks
- Not formatting quoted material of 40 or more words as a block quote

Applying the Guidelines in MS Word

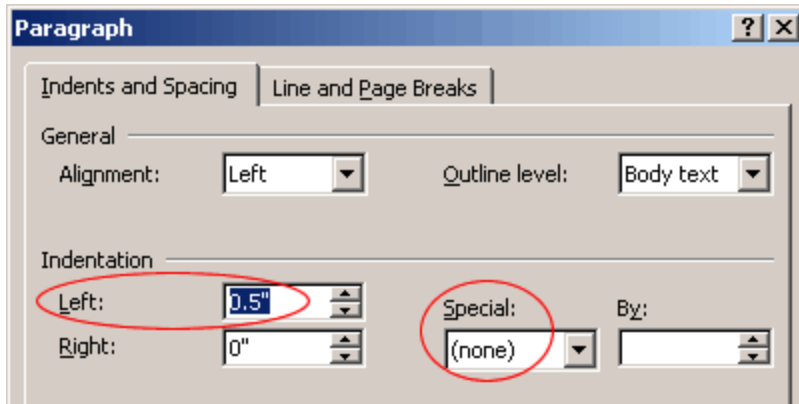
Indenting a Block Quote

Use paragraph indentation to format a quotation as a block quote. To indent a block quote:

1. Place the cursor in the paragraph in which you want to set the indent (or highlight the paragraphs if you want to format multiple paragraphs at once).
2. Select the *paragraph* command from the *format* menu.
3. In the *paragraph* dialog box, enter 0.5 in the box labeled *left* for the indentation. Make sure that the *special* setting is *none*.



Then click the *OK* button to apply the indent and close the dialog box.

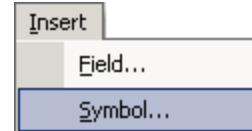


4. If the quoted passage has more than one paragraph, repeat the process for the second and subsequent paragraphs, but add a first-line indent of 0.5 in. (by selecting *first line* from the *special* list and entering 0.5 in the box labeled *by*).

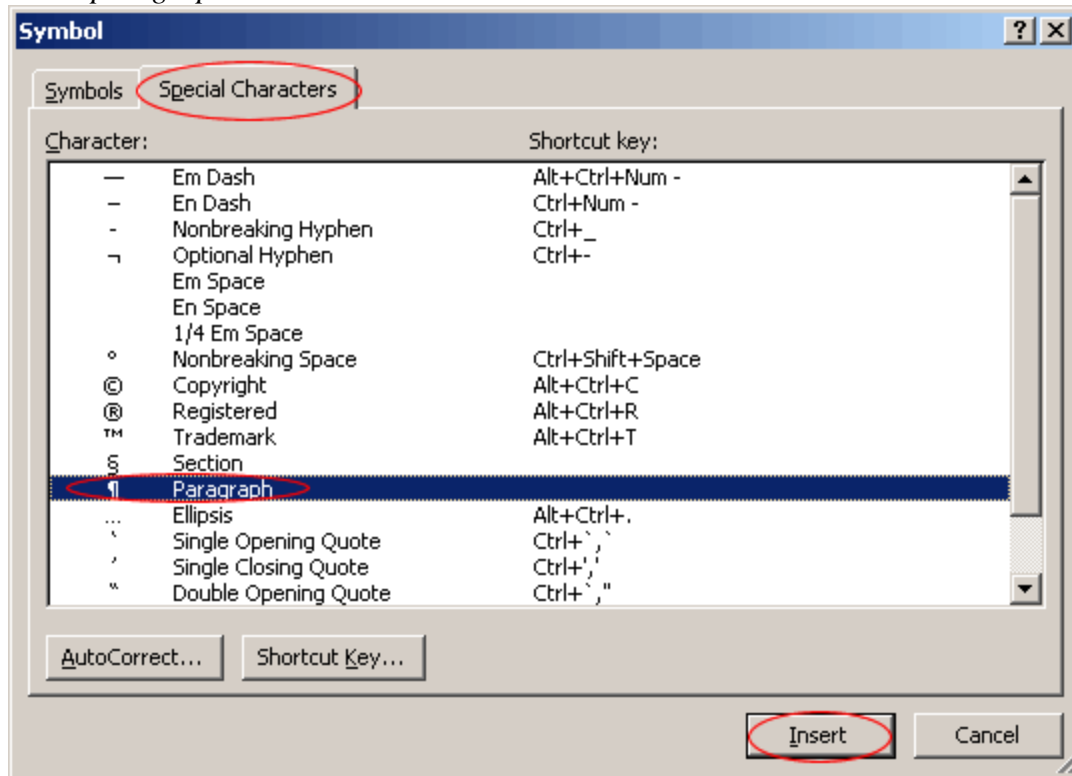
Inserting a Paragraph Symbol

The paragraph symbol (¶) is used to denote a paragraph number (similar to the way that p. and pp. indicate page numbers). You can insert a paragraph symbol using the tools in MS Word. To insert the paragraph symbol:

1. Position the cursor where you want to insert the paragraph symbol.
2. Select the *symbol* command from the *insert* menu.
3. Click the *special characters* tab in the *symbol* dialog box.



4. Select *paragraph*. Then click the *insert* button.



References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.

Cross, L. H. & Cross, G., M. (1980). Teachers' evaluative comments and pupil perception of control. *Journal of Experimental Education*, 49(2), 68–70. (ERIC Document Reproduction Service No. EJ244956)

Dodge Data Systems. (2000). *Tobacco use prevention and education program evaluation report, January-June 2000*. Helena, MT: Author. (ERIC Document Reproduction Service No. ED452159)

Hancock, G. R. (1994). Cognitive complexity and the comparability of multiple-choice and constructed-response test formats. *Journal of Experimental Education*, 62(2), 142–157.

Zakay, D., & Glicksohn, J. (1992). Overconfidence in a multiple-choice test and its relationship to achievement. *The Psychological Record*, 42(4), 519–524.