

## How to Quote?

As Bailey (2011) and Bak (2003) point out, a quotation involves using the exact words as they were originally written by the author(s) in a given source, without changing them. All you have to do is to mention the name of the author(s), the year of publication of the book/article along with the page number of the passage that you quoted, and to use a phrase such as x explains/defines/suggests/advocates or according to x, as recommended/stated by x.

There are two types of quotations: short quotations and long quotations. A quotation is deemed short when it is about 2-3 lines long (less than 40 words). In this case, you should insert it within your text and add double quotation marks "... " (Markowski, 2019; Bailey, 2011; WHO, 2010; Bowker, 2007; Bak, 2003). Short quotations can be written in two different ways:

1. Mortimore and Crozier (2006) believe that “many students embark on degree courses with severe problems in acquiring and employing a range of skills that would in the past have been regarded as essential for effective study at this level” (p.236).
2. It is believed that “many students embark on degree courses with severe problems in acquiring and employing a range of skills that would in the past have been regarded as essential for effective study at this level” (Mortimore & Crozier, 2006, p.236).

A long quotation, however, exceeds 3 lines (40 or more words). In that case, you do not use the double quotation marks. You have to write it as a block with an indented space of about 1.27 cm on the left side. Moreover, it should be double spaced (Markowski, 2019; Bailey, 2011; WHO, 2010; Bowker, 2007; Bak, 2003). Here again, **two alternatives** are accepted:

- 1- Mortimore and Crozier (2006) assert that:

Most research into dyslexia has concentrated on the difficulties experienced by children, yet applying concepts and methods that be appropriate for the school years to learning in higher education is problematic, not least because students

have developed strategies that have enabled them to attain sufficiently high grades in school to meet the admission criteria for university. (p.237)

2- It was found that:

Most research into dyslexia has concentrated on the difficulties experienced by children, yet applying concepts and methods that be appropriate for the school years to learning in higher education is problematic, not least because students have developed strategies that have enabled them to attain sufficiently high grades in school to meet the admission criteria for university. (Mortimore & Crozier, 2006, p.237)

- If some parts of the quotation are not relevant to your work, you can delete them, use three dots (...), called ellipsis, and highlight only the points that you need (Bailey, 2007; WHO, 2010; Bowker, 2007).