

Language & Learning Skills Unit

Key words for 'quoting' others

Short and long quotations

When a quotation takes up less than two lines of your writing, include it within your own writing and within quotation marks (See 2,3,4 & 6).

When a quotation takes up more than two lines of your writing, separate it from your own writing in an indented paragraph, without quotation marks in a smaller size font, for example, an 11 point font if you are generally using 12 (See 1 & 5).

Quoting others

1. When you simply want to **state what another person has written**, you might write for example:

Julia Kristeva **writes** in her discussion of Holbein's painting:

Holbein's originality, then, lies in this vision of Christly death that is devoid of pathos and is intimate on account of its very banality.

Other words you might use to lead into what another author has written are:

comments	declares	thinks
says	notes	remarks
states	emphasizes	stresses

2. If you want to write about a citation that you think is **an opinion** and you want to emphasise that it is an opinion, you might write:

Julia Kristeva **argues** forcefully that Holbein's originality rests within a "...vision of Christly death that is devoid of pathos and is intimate on account of its very banality".

Other words to introduce a citation that reflects an opinion are:

puts forward	claims	contents
theorises	proposes	suggests

3. If your focus is on the subject being discussed rather than the author, you might write:

Kristeva **explains** that Holbein's originality rests in a "...vision of Christly death that is devoid of pathos and is intimate on account of its very banality".

Other words to suggest this focus are:

identifies how	observes	indicates
describes	outlines	presents

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4. When you are summarising a writer's argument, point of view, or opinion you might write:

Julia Kristeva **concludes** that Holbein's originality is embedded in his, "...vision of Christly death that is devoid of pathos and is intimate on account of its very banality".

Other words to suggest this focus are:

sums up

summarises

deduces

reasons

5. If you want to show that one writer has a different opinion from yours or another person's, you might write:

However, Kristeva **disagrees** with many other commentators when she writes:

Holbein's originality, then, lies in this vision of Christly death that is devoid of pathos and is intimate on account of its very banality.

Other words to show a differing opinion are:

differs

protests that

challenges

criticises

opposes this

contradicts this

6. If you want to show that the opinions of a writer supports your view, or that of another writer's, you might write:

Kristeva **agrees** that Holbein's originality rests in his vision of a "...Christly death that is devoid of pathos and is intimate on account of its very banality".

Other words you might use to show agreement or support are:

concurs with
considers that

confirms that
similarly argues

endorses the
also illustrates

If you need to omit some words from a quotation to make a quotation flow smoothly into your own sentence, you may omit some words from a quotation by using three dots ... which is called an **ellipsis**. This indicates some words have been omitted. You may use it any point in a sentence as some of the above examples show.

Please note that although these lists of words have been grouped around particular examples, they may be used in other contexts.