

### Incorporating a Direct Quote

Quoting is using another author's words verbatim in your text. Sometimes this is necessary because there is no better way to state the fact than the way it was originally written. When you quote you must follow some very important steps. Every quote must be *set up* with introductory statements and *backed up* with an analysis. We'll follow the XYZ approach:

**X** – The X describes the context that precedes the actual evidence. It's the point you are trying to prove with your evidence. This information tells the reader *who* said the quote and in *what* context. Think of the X as preparing the reader for the quote.

**Y** – The Y is the precise quote, which should be lead into with an introductory phrase, or a lead-in. Make sure that the Y (the quote) is directly related to the X and Z. Here are some rules to follow:

1. You must begin with an introductory phrase. For example, you would write...
  - a. According to Michael Levine, a former agent with the Drug Enforcement Agency, "quote goes here."
2. If there are parts of the quotation that are not useful or relevant for you, do not include them. You must, however, account for them by using an ellipsis [ . . . ].
  - a. Do not use ellipses before or after a quote—only in the middle.
  - b. You must put a space between each period.
3. If you need to change anything (verb tense, pronoun/antecedent, etc.), put it in brackets. They look like this: [ ]. Read the sentence aloud to make sure it makes sense with your X and Z.
4. The citation, or parenthetical documentation, falls at the end of the *entire sentence*.

Examples:

- a. According to Michael Levine, a former agent with the Drug Enforcement Agency, we should "call off the hounds" (Bandow 252).
- b. We should "call off the hounds," according to Michael Levine, a former agent with the Drug Enforcement Agency (Bandow 252).
5. Overusing the verbs *tells*, *says*, or *states* is monotonous. Here are some other verbs you might like:
  - a. Acknowledges, adds, admits, affirms, agrees, argues, asserts, believes, claims, comments, compares, confirms, contends, declares, demonstrates, denies, disputes, emphasizes, endorses, grants, illustrates, implies, notes, observes, points out, reasons, refutes, rejects, reports, responds, states, suggests, thinks, underlines, writes

**Z** – The Z is the analysis of the quote. This requires you to put the X and the Y together. The analysis comes out of your very smart brain and does not need to be cited. The Z elaborates on the quote and provides an analysis that will help the reader better understand your point. If you're concerned that you have not written a good Z, ask yourself these questions:

*Does the Z relate to the X? the Y?*

*Does the Z point back to my topic sentence and help prove my point?*

*Does the Z relate to my overall thesis statement at all?*