

## Using quotes in academic essays

In most papers, you will be expected to read, understand, analyze, and synthesize sources to provide evidence for your arguments. Below are four key steps for using quotes in academic essays. At the bottom and back of this page, there is space provided for you to practice these steps with your own assignments.

Steps	1) Introduce the Source	2) Insert the Quote	3) Analyze	4) Synthesize
<u>Description:</u>	Be sure to tell the audience who the author is, what the title of the source is, and any other relevant information about the author or text.	Once you have introduced the author and the name of the piece, put in quote marks. Make sure to include any necessary citations.	Explain why the quote is important to your claim or argument. Isolate and analyze key words and phrases within the quote.	Relate your analysis or your quote to your main argument or to other sources.
<u>Example:</u>	In <i>Invisible Man</i> , Ralph Ellison depicts... OR The opening line in Ralph Ellison's <i>Invisible Man</i> ...	"I am an invisible man" (Ellison 1).	The narrator's use of the word "invisible" is not literal. Instead he means that he is not a member of society, an outcast. This gives him power.	This relates to my discussion of racial "invisibility" in the novel by demonstrating the extent to which outcasts in society can influence that society.
<u>Tips:</u>	Think about what your reader needs to know. It might be important to provide them with additional context, such as the setting, the main argument, or the overall point of the text.	As soon as you can, begin gathering quotes that might relate to your paper. This will make sitting down and writing the essay much easier.	Analysis and summary are vastly different. Summary describes "What is being said." Analysis answers "why does it matter?" or "what is the significance of this passage?"	Synthesis follows analysis because you first need to explain and examine sources / passages / quotes individually before you relate them to other aspects of the paper.
<u>Practice:</u> Try with your assignment!				

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