

Using a Synonym of 'Said' to Introduce a Quote

The following verbs can be used in place of 'said'. Choose the verb which best matches the context of the quote.

- | | |
|--------------|------------|
| Acknowledges | Highlights |
| Argues | Identifies |
| Asserts | Maintains |
| Believes | Outlines |
| Claims | Proposes |
| Concludes | Refutes |
| Describes | States |
| Explains | Suggests |

Can you think of any others?

Using Quotes Strategically

As you research, be sure to write clear and concise notes about where you found any quotes that you think you might use.

Keep in mind that not everything should be quoted directly; do so only when quoting is most effective or when paraphrasing or summarizing is not an option.

If you need more help, make an appointment with us at...

Student Academic Learning Services

Phone: 905.721.2000 ext. 2491

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or

visit our front desk in room 204,
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Student Academic Learning Services

Introducing Quotations

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Using quotations strategically and introducing them correctly will lead to a more coherent and structured document and should make applying MLA or APA citation style much easier. Quoting may be used in the following circumstances:

- To support a point
- To give credibility to a point (usually by providing expert opinion)
- To provide a counterargument or alternative to a point
- To give a point relevance (by presenting examples or observations)

Integrating Quotations

Do not write a quote directly into a document without first clearly stating where it came from.

This usually means indicating who wrote it (the author) and where you found it (usually signified by a page number, if the source is a book) before integrating the quote. Examples of this can be seen in the MLA and APA examples that follow:

MLA Example

In Text:

According to Hornung, the Great Pyramid at Giza is “the mightiest work of all ancient architecture” (22).

APA Example

In Text:

Hornung (1999) maintains that the Great Pyramid at Giza is “the mightiest work of all ancient architecture” (p. 22).

In most cases when introducing a quote, all you are doing is pointing out that someone wrote something about a particular topic of interest. When doing this, you must give credit to the author of the quotation. Failure to do so is considered plagiarism; plagiarism is a very serious infraction and it can have severe consequences on your academic standing.

Some quotable material may only require an author. A quote from a famous speech is an example of such material.

All sources that are integrated into a document and referenced in the text must also be included in a list at the end of the document. In MLA, this list is known as a Works Cited, and in APA, the list is titled References. These lists provide detailed information about the sources that were used.

MLA Example

Works Cited:

Hornung, Erik, trans. *History of Ancient Egypt: An Introduction*. By David Lorton. New York: Cornell University Press, 1999. Print.

APA Example

References:

Hornung, E. (1999). *History of ancient Egypt: An introduction*. (D. Lorton, Trans.) New York: Cornell University Press. (Original work published 1978).

*Consult a citation style guide for more information about the correct format for in text citations, Works Cited, and References.

Introducing Quotations

When a quotation appears in a document, common practice dictates that a verb be used to correctly introduce the quote. Generally speaking, the verbs that are used in these circumstances are synonyms of the word **said**. See the inside flap for a list of suitable verbs.

The reason for replacing the word ‘said’, instead of repeatedly using it, is to make the document more diverse and more interesting to read. These synonyms of ‘said’ are often also more relevant to the quote itself.

The secret to using the proper synonym of ‘said’ comes down to analyzing the context of the quote and using this context to help determine which verb should be used.