

There are basically two kinds of quotation: *separated* and *integrated*. With a separated quotation, the words from the original are kept distinct from your own writing, and both the original and your writing need to maintain their grammatical form. With an integrated quotation, the words from the original are worked directly into the structure of your own sentences. Here are two examples:

Separated:

*Wuthering Heights* comes to an unusually serene conclusion; Lockwood says, "I lingered round them [the gravestones], under that benign sky . . . and wondered how any one could ever imagine unquiet slumbers for the sleepers in that quiet earth" (288)

Integrated:

*Wuthering Heights* comes to an unusually serene conclusion as Lockwood stands under a "benign sky" watching "the moths fluttering among the heath and hare-bells," listening to the "soft wind breathing through the grass," and wondering "how any one could ever imagine unquiet slumbers for the sleepers in that quiet earth" (288).

Note that in the separated quotation, the non-quoted writing (everything before the semi-colon) forms a complete sentence by itself; then the quotation is brought in and it, too, is complete enough to stand on its own. In the integrated quotation, neither the non-quoted writing nor the quoted passage alone constitutes a complete sentence, but, taken together, they do.

---

The basic principles of punctuation involving quoted passages:

- Language borrowed directly from some source *must* be placed in quotation marks and documented. Using another's language without proper punctuation is one form of plagiarism.
- The words appearing between the quotation marks must be *exactly* as they are in the source. If omissions or additions are necessary to integrate the quotation into the syntax, these alterations need to be marked by ellipses or brackets. (The most common alterations involve pronouns and verb tenses—see *MLA Handbook* section 3.7 for details.)
- Quotations need not be preceded by a comma unless the comma is necessary for the grammar of the overall sentence.
- If there is a period or comma at the end of a quotation, it belongs *inside* the quotation marks, even if the punctuation mark is part of the present text and not part of the source. Semicolons, dashes and other forms of terminal punctuation belong outside the quotation marks if they are part of the text language and not drawn from the source.
  - One important exception: When using parenthetical page- or line-number citations, terminal periods and commas should be left out of the quotation itself and placed instead after the citation.
- Quotations within quotations should be indicated by single quotation marks (apostrophes).