

How to Use Quotations and Quotation Marks*

The partial inclusion of works written by other authors must always be acknowledged by properly quoting the textual content. Self-quotations are also mandatory when incorporating parts of authors' own publications into new contributions. The inclusion of passages from previous publications is a common practice in scholarly publications. Quotation marks are used to distinguish the said passages from the main content of the paper. The quotations should preferably be linked to the earliest known source of information by providing relevant citations. Each citation is linked to the list of references.

A sample short quotation is shown below.

...

According to Surname *et al.* (2009), "The use of quotation marks distinguishes an *expert in academic writing* from an '*expert in academic copying*'. The visual observations of quotation marks allow the readers to measure the proportion between borrowed texts and original content.

...

References

...

Surname, N.; Surname, N.; and Surname, N. (2009). Title of a scholarly paper. Name of a Scholarly Journal 1(2): 34-56.

...

A self-quotation should indicate that the incorporated content was written by the same authors. A sample self-quotation spanning over several paragraphs is shown below.

...

As stated in a previous work (Surname *et al.* 2009) by the authors of this contribution:

"There are both legal and ethical aspects of academic publishing which must be taken into account by the prospective authors when attempting to contribute to the body of knowledge.

Conflicts related to the legal aspects, such as copyright infringements, etc., are resolved in court. The judiciary system decides whether a case is *legal* or *illegal* according to the law in a particular country.

The ethical aspects are related to the Code of Professional Ethics of the institution the authors are affiliated with. Among other things, the Code of Professional Ethics deals with the concept of *right* and *wrong*.

Complex situations arise in the academic world when deciding what is *right* and what is *wrong*. Also, some authors may adhere to the law but not to the ethics".

...

References

...

Surname, N.; Surname, N.; and Surname, N. (2009). Title of a Book. Publisher, Town, State, Country, p. 123.

...

Note the use of *italic font style* above when emphasizing the importance of specific terms. Entire quoted paragraphs could eventually be shown in *italic* as well.

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(Continued from inside front cover)

This journal follows the American writing style in using double and single quotation marks. Quotations are enclosed in double quotation marks while quotations within quotations are enclosed in single quotation marks.

However, the British writing style is used for the placement of punctuation marks such as comma, period, question mark, exclamation mark, etc. The rules of the British writing style are based on logical considerations whether a punctuation mark is a part of the quotation or the main text of the sentence.

The following examples illustrate the use of quotation marks with other punctuation marks. In contrast to the American writing style, punctuation marks belonging to the main text of the sentence are placed outside the quotation marks.

As stated by Surname *et al.* (2009), “Comma, period, and semicolon are among the most frequently used punctuation marks”.

“Comma, period, and semicolon are among the most frequently used punctuation marks”, as stated by Surname *et al.* (2009).

Should the prospective authors ask themselves, “How many readers would agree with this statement”?

However, both question and exclamation marks are kept within the quotation marks if the main sentence should end with a period (which is omitted instead).

The prospective authors usually ask themselves, “How many readers would agree with this statement?”

Then Archimedes (287 BC – 212 BC) supposedly ran home naked shouting “Eureka!”

Combinations of text and formulae could also be enclosed in quotation marks on a case-by-case basis.

Surname *et al.* (2009), however, explicitly described his analytical approach, as follows: “Assume a linear law for the interpretation of the observed phenomenon,

$$y = ax + b, \tag{1}$$

where the coefficients a and b are determined from the fit between theory and experiment”.

Quotation marks may also enclose unusual statements which are a subject of evaluation or criticism.

Then the relation “ $2 \times 2 = -4$ ” follows from the proposed axioms.

The quotation marks must be omitted if the original texts are rephrased. The resulting *indirect quotations* must be cited nonetheless.

Sample original text: Direct quotations are more useful than indirect ones due to...

Sample rephrased text: Surname *et al.* (2009) argued that the following factors reduce the usefulness of indirect quotations when compared to direct ones...

The amount of quoted texts should be balanced with the original content of the paper. Regular papers mainly include citations referring to previous works while the quotations are kept to a minimum. Review articles, critical reviews and comments widely use quoted materials, however, the authors’ contributions in interpreting and comparing the discussed matters must be clearly shown.