

For example:

“He [Bilbo Baggins] has lived most of his life in this splendid burrow . . . and he has never ventured farther than his own community” (Hillegass 12).

### ***Quotations from the Bible***

It is important that readers know which Bible you are using because different versions vary in translation. The first time you use the Bible, the parenthetical citation must include the name of the Bible as well as the book, chapter and verse.

For example:

Ezekiel stated that he saw “what seemed to be four living creatures,” each with the faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

Additional references to this version of the Bible need only include the book, chapter and verse unless you are using more than one Bible.

### **Basic Rules for Punctuating Quotations**

1. Begin a quotation with a capital letter when the quoted material is a complete sentence.  
EX: In her article, Rego states, “Effective complaining is not apologetic” (11).
2. If the quotation is not a complete sentence, begin the quotation with a lowercase letter.  
EX: It all began when Fleming found “a colony of mold in his lab” (Anderson 83).
3. If you use the word “that” to integrate a quotation into your text, do not begin the quotation with a capital letter.  
EX: Rego claims that “effective complaining is not apologetic” (11).
4. Do not use a capital letter on the continuation of a quotation that has been interrupted unless it is the beginning of another complete sentence.  
EX: “If your problem requires an immediate response,” Rego states, “try to make your complaint in person” (12).
5. If you have a quotation within a quotation, use double quotation marks at the beginning and end of the quotation and single quotation marks on the embedded quotation.  
EX: “You must read ‘The Fine Art of Complaining,’ ” our instructor said.
6. If you use a complete sentence to introduce a quotation that is also a complete sentence, separate the two sentences with a colon.  
EX: It was obvious that the supervisor was frustrated: “Don’t make your back do so much work,” he instructed.