

Formatting Short and Long Quotations

The length of your quotation determines how you format it.



- If your quotation is **FEWER THAN FOUR FULL LINES**, you have a **CLARK KENT** quotation!

- To set up a **CLARK KENT** quotation, you must:

- use quotation marks
- double space as usual
- use parenthetical documentation
- move the period at the end of the sentence outside the parenthetical documentation

- If your quotation is **MORE THAN FOUR FULL LINES**, you have a **SUPERMAN** quotation!

- To set up a **SUPERMAN** quotation, you must:

- move the entire quotation in a half an inch from the left-hand margin
- use no quotation marks
- double space as usual
- use parenthetical documentation
- move the period prior to the parenthetical documentation

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What's the difference between CLARK KENT and SUPERMAN quotations?

Please note that the red type and underlining in the sample paragraphs is used only to call your attention to the differences between the two formats.

Vaccinating children is the best way to eradicate serious diseases in children and adults. Whether to vaccinate is one of the most important decisions a parent can make for a child, and following the directives of the American Pediatrics Association's vaccination schedule is something all parents should do. There are long term benefits to using vaccines that affect not only those vaccinated but the health of those in a community. In the *Newsweek* article "Contagion" in *Newsweek*, Dr. William Cooper makes it plain that "vaccines remain the most effective tool we have for preventing disease and improving public health" (Cooper). By vaccinating children and adults, there are fewer instances of potentially serious or fatal diseases thereby reducing the likelihood that people will become ill. The American Pediatric Association recommends a vaccination schedule because it increases the chances that children will be protected from serious illnesses and prevents the spread of disease throughout those who may not be vaccinated.

Adopting a routine schedule of vaccinations makes sense for both children and adults as such basic medical care can prevent disease. Guidelines set by the APA ensure that parents raise healthy children who become healthy adults. Although millions of lives are saved worldwide each year through vaccinations, millions die each year due to diseases that are preventable. Carol Arnold, a professor at Harvard University, writes in the *New England Journal of Medicine*:

A staggering 2.5 million children die every year of diseases for which vaccines are already available. Diseases due to rota virus and pneumococcus, both of which are preventable, account for nearly 1.26 million deaths annually. Hepatitis B causes nearly 600,000 deaths annually. Measles accounts for another 200,000 deaths. These deaths are completely preventable with vaccines that are inexpensive, safe and available. (Arnold)

The death of two and a half million children due to diseases for which there are readily available vaccines, such as the measles, indicates that vaccinations should be required for

Let's look at what happens with the **CLARK KENT**:

- First, the quotation stays double spaced.
- Second, the quotation is set in as part of the surrounding text.
- Third, quotation marks surround the quotation.
- Fourth, the first word from the matching Works Cited entry is set in parentheses following the quotation.
- Finally, the only period comes after the set of parentheses.

In contrast, look at what happens with the **SUPERMAN**:

- First, the quotation stays double spaced.
- Second, the quotation is set off from the remainder of the paragraph using a colon and by indenting each line of the quotation a half an inch on the left side only.
- Third, existing quotation marks are removed.
- Fourth, the first word from the matching Works Cited entry is set in parentheses following the quotation.
- Fifth, the only period comes before the set of parentheses.
- Finally, the paragraph continues after the quotation, starting back out at the left-hand margin. No indenting is necessary!