USING TAGS IN DIRECT QUOTATIONS

Direct Quotations	Phrases, sentences, or paragraphs that are copied word for word from someone else's writing. When using direct quotations, enclose the words in quotation marks and incorporate the quote into your text. **Use direct quotations sparingly.** If you don't have a good reason to use a quote, it is better to paraphrase it into your own words. Be sure to provide the source information.

When using the author's original words, we can give credit to the author by using a **tag** or **signal phrase**. The **tag** may be placed at the beginning, middle, or end of the quotation.

Correct use of Signal Phrases:

A *tag* such as *states* often *introduces* the quotation and is followed by a comma.	**Example:** In his short story, "The Celebrated Jumping Frog of Calaveras County," Mark Twain **states**, "He never smiled, he never frowned, he never changed his voice."
If the *tag interrupts* a passage, set it apart by commas.	**Example:** "All through the interminable narrative**,**" **continues Twain,** "there ran a vein of impressive earnestness."
If the *tag appears at the end*, use a comma to set it apart from the quotation.	**Example:** "I let him go on in his own way and never interrupted him once**,**" **concludes Twain.**

A List of Signal Phrases				
acknowledges	adds	admits	comments	describes
agrees	believes	claims	denies	grants
confirms	contends	declares	explains	observes
disputes	emphasizes	endorses	notes	reports
illustrates	implies	insists	rejects	suggests
points out	reasons	refutes	states	compares
responds	reveals	shows	asserts	argues
thinks	writes			