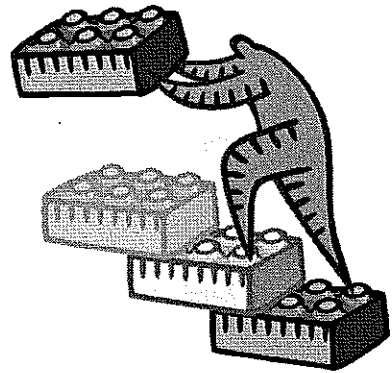


Block Quoting

For quotations that extend to more than four lines of verse or prose, place quotations in a free-standing block of text:

Check List/Steps:

- ✓ **Step 1:** Make sure that the block quotation is indented 10 spaces or 1 inch
- ✓ **Step 2:** Omit quotation marks
- ✓ **Step 3:** Maintain double-spacing, font, and original line breaks
- ✓ **Step 4:** Always be sure to properly introduce your quote and include a colon
- ✓ **Step 5:** Parenthetical quotation comes after the closing punctuation mark
- ✓ **Step 6:** Always double-check to make sure that your MLA citation is correct, so you are giving the author the proper credit and avoiding plagiarism



Computer Instructions for Microsoft Word 2010:

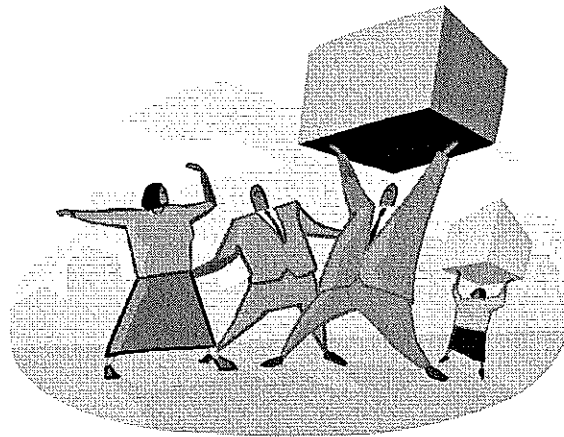
- Go to the **home** tab
- **Highlight** text that needs to be indented
- Click on the **paragraph** arrow
- Go to **indentation** and click on **special**
- Drop down and click on **hanging**
- Everything will be indented except for the first line of the quotation, so just click the tab button to indent it. The line before the quote that introduces it doesn't need to be indented.

Example of a Correct Block Quotation

Example when citing more than four lines of prose:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)



To find this example and more helpful information, go to Purdue Owl at <http://owl.english.purdue.edu/owl/resource/747/03/>. For detailed computer instructions or practice worksheets, ask a CSSC Staff member for assistance. ☺

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