

## The Three Parts of the Quote:

Every quote consists of three distinct parts: the text, the summary and the explanation of relevance.

(1) **The text.** This section of the the quote is that part which is the most obvious. It is the selection from the book which you are including in your paper. It is the words of another author other than yourself and must be clearly marked. Remember, when you use the words of another person, or when you use the ideas of another person, and you don't give them credit, that is plagiarism.

(2) **The summary.** After you include the quote from the primary text, you must summarize the quote in your own words. You must explain to the reader what the quote says in such a way that it makes the text easy to understand.

(3) **The explanation of relevance.** After you summarize the selection, you must explain your reasons for including it in your paper. Why is this relevant? Why is this so important that you decided to include a quote instead of just summarizing it in your own words.

Here is an example of a completed quote. Notice the transition sentences before and after the quote which prepares the reader to read the quote.

**Of course, one must understand that seeking the mean is not always the appropriate way of determining how to act. Aristotle himself is explicit about a particular type of activity which is not subject to the definition of virtue as moderation. He writes:**

**But not every action or every emotion admits of a mean. There are some whose very name implies wickedness, as, for example, malice, shamelessness, and envy among the emotions, and adultery, theft, and murder among the actions. All these and others like them are marked as intrinsically wicked, not merely the excesses or deficiencies of them. It is never possible then to be right in them; they are always sinful. Right or wrong acts in such acts as adultery does not depend on our committing it with the right woman, at the right time, or in the right manner; on the contrary it is wrong to do it at all. (Aristotle, pg. 12)**

**Here, Aristotle is explaining that certain acts are in-themselves wrong and to do them moderately is still to do them and therefore to act immorally. This is important to my argument, because it shows that the intellectual virtues are useful, not just in the mathematical determination of the relative mean, but also in the determination of whether or not one should engage in the mathematical analysis in the first place. This makes intellectual virtue even more intertwined with moral virtue.**

**This first paragraph contains the transition. It prepares the reader for the upcoming quote and informs him or her of its relationship to the paragraph before it.**

**This is the actual quote from the text. Notice that it is indented, single spaced, and is not contained within quotes. It also has the citation at the end which tells the reader where in the text the quote can be found. Keep in mind that the quote must be exact. Make sure all of the spelling, punctuation and wording are the way they appear in the primary text.**

**Here we find the summary of the text in my own words. I am rephrasing the main point of the selection in order to ensure that the reader is aware of what I understand the selection to say.**

**The part of the paragraph that begins "this is important to my argument because..." is the explanation of relevance. It tells the reader how the quote is connected to my main argument and why I, as the author, decided to include it. It helps the reader connect the details of the paper with the main points.**

