Monday, 9/28/15 // IQIAA

Introduce: Use transitional phrases to inform your reader that you're about to use someone else's words.

Quote: Include words or images from another source. When you quote someone, you are obligated to represent them accurately. This means avoiding typos and mistakes, and it means providing accurate citations that tell your reader what source provided the words or images.

Interpret: If a quotation can stand on its own, then your reader doesn't need to read your paper. After using a quotation, explain it to your reader. Put that quotation into your own words, or into a language or discourse that your audience can better understand. Consider starting sentences after quotations with phrases like, "In other words, ..."

Analyze: Interpretation translates the original author's words into a language your audience will understand. Analysis tells your reader why that quotation was so important. It highlights the significance of an author's word choice, argument, example, or logic. Analysis goes beyond the obvious, telling the reader what they may have missed if they didn't read closely enough.

Apply: Each time you use a quotation, make it clear to your reader how it supports your argument. You can do that by applying your analysis to your thesis statement. Remind your reader of your purpose for writing, and tell them how this quotation, *and your analysis of it*, helps you support your argument.