

## 20. Quotations

A quotation is made up of:

- quoted passages from other works
- words and thoughts of third parties reported in the text.

### Long quotations

If the passage you are citing is more than five lines long, it should take the form of a separate, indented paragraph (even if the quotation starts in mid-sentence). It should be presented in the same font and size as the body of the text and indented on both the left and right sides.

Policies on tax, employment and family have a direct impact on the decisions working parents, and potential parents, make. In Austria, for instance, generous parental leave benefits can encourage mothers to care full-time for their very young children, and the tax/benefit system, which favours dual-earner couples, provides incentives for mothers to return to work once their children become slightly older. However, until there are sufficient quality childcare options for these older children, most mothers will opt either to work part-time, which could hamper career prospects, or to remain out of the labour market for a much longer period. (OECD, 2002)

**NOTE** > There is no full stop after the reference.

### Short quotations in text

Ordinary quotations (those made up of words or phrases quoted directly by an individual) are incorporated into the running text within double quotation marks. Single quotation marks should be used for quotations within quotations.

The OECD considered that “policy makers need to understand the characteristics of policy instruments in order to create effective and efficient policy packages” (OECD, 2002).

The minister stated (OECD, 2002): “Regulatory instruments can be very effective if well enforced, but it is perceived that they usually define a minimally acceptable level of performance and are therefore normally insufficient to lead the industry towards very high levels of performance.”

If a word or part of a quotation is omitted from the beginning or middle of the text, it should be replaced by three points (ellipses):

“Although this upward trend was interrupted last year... it still grows faster than other economic aggregates like world production, capital formation and trade.”

“... it still grows faster than other economic aggregates like world production, capital formation and trade.”

**See also:** *Ellipses*, p. 92.

If a word or part of a quotation is omitted from the end of the text the full stop is placed outside the quotation marks:

“Although this upward trend was interrupted last year, in 2003, it still grows faster than other economic aggregates like world production...”.

Where a line or paragraph is omitted and replaced by an ellipsis or another word, the ellipsis should be placed within square brackets on a separate line:

“Worldwide inflows of FDI rose from USD 330 billion in 1995 to USD 1 270 billion in 2000.

[...]

However, FDI is not evenly distributed among nations and the decline in 2001 has not affected developed and developing countries to the same degree.”



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