

Citing quotations, summaries, and paraphrases

The Butler Comp I writing manual, *Writing Matters*, discusses how to incorporate quotations, summaries, and paraphrases in academic papers using the Modern Language Association's (MLA) style manual.

The MLA recommends using signal phrases to introduce quoted, summarized, and paraphrased material because doing so allows the reader to understand what ideas belong to the writer and what ideas belong to other people. This is basically what a research paper is.

When writing a literary analysis, people generally use their own ideas and then support those ideas with quotations from the work that was read.

Signal phrases usually begin with the author's surname (last name) and follow with a signal verb. Below, I've written out the list of signal verbs recommended on page 292 of *Writing Matters*.

Signal Verbs

Neutral signal verbs

analyzes	comments	compares	concludes
contrasts	describes	discusses	explains
focuses on	illustrates	indicates	introduces
notes	observes	records	remarks
reports	says	shows	states
thinks	writes		

Signal verbs that indicate claim/argument

argues	asserts	believes	charges
claims	confirms	contends	demonstrates
finds	holds	maintains	points out
proposes	recommends	suggests	

Signal verbs that indicate concession

acknowledges	admits	concedes	grants
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Signal verbs that indicate agreement

agrees	concurs	confirms	supports
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Signal verbs that indicate disagreement

complains	contradicts	criticizes	denies
disagrees	questions	refutes	rejects
warns			