

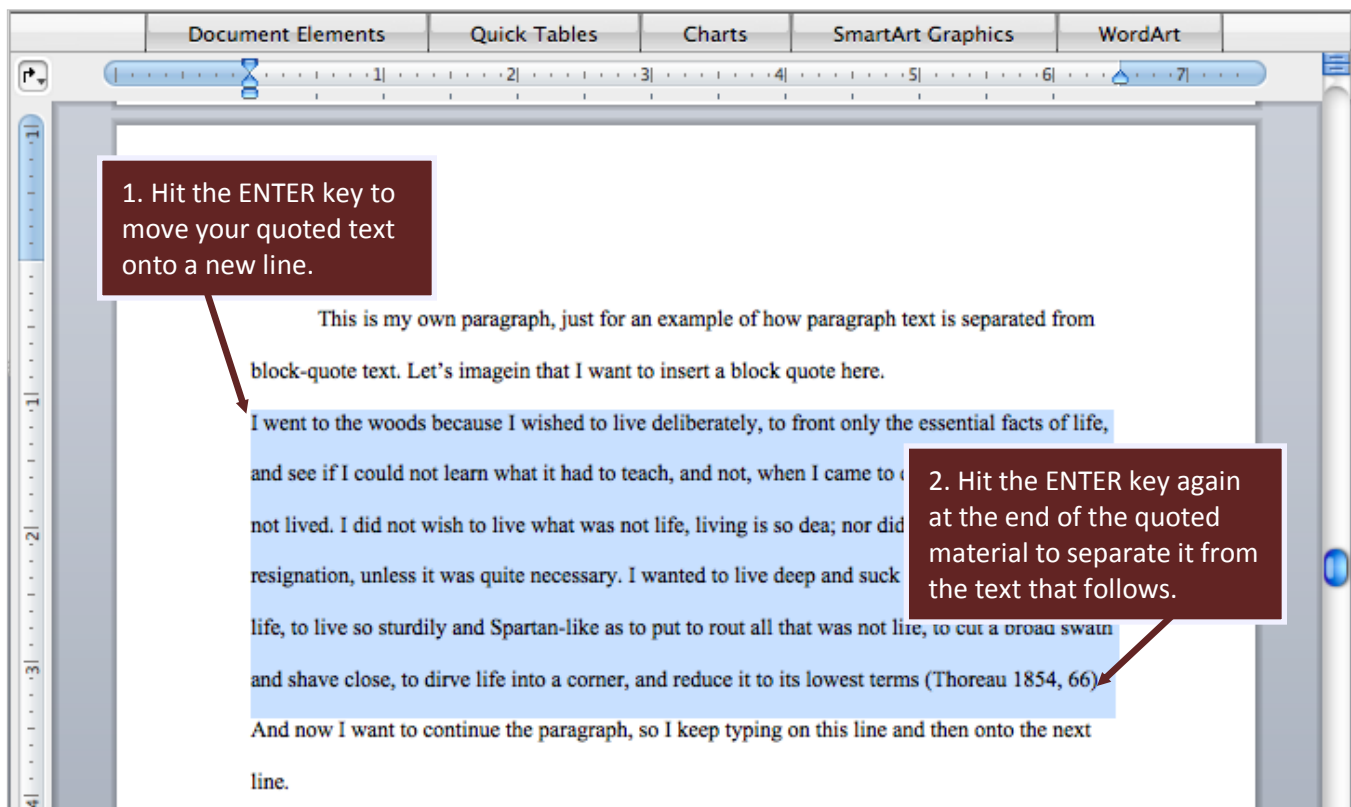
How to Format Block Quotations in the American University Thesis and Dissertation Template

Click to Jump to a Topic

Formatting Block Quotes (2 Steps)
Components of Block Quote Format
Common Issues with Block Quotes

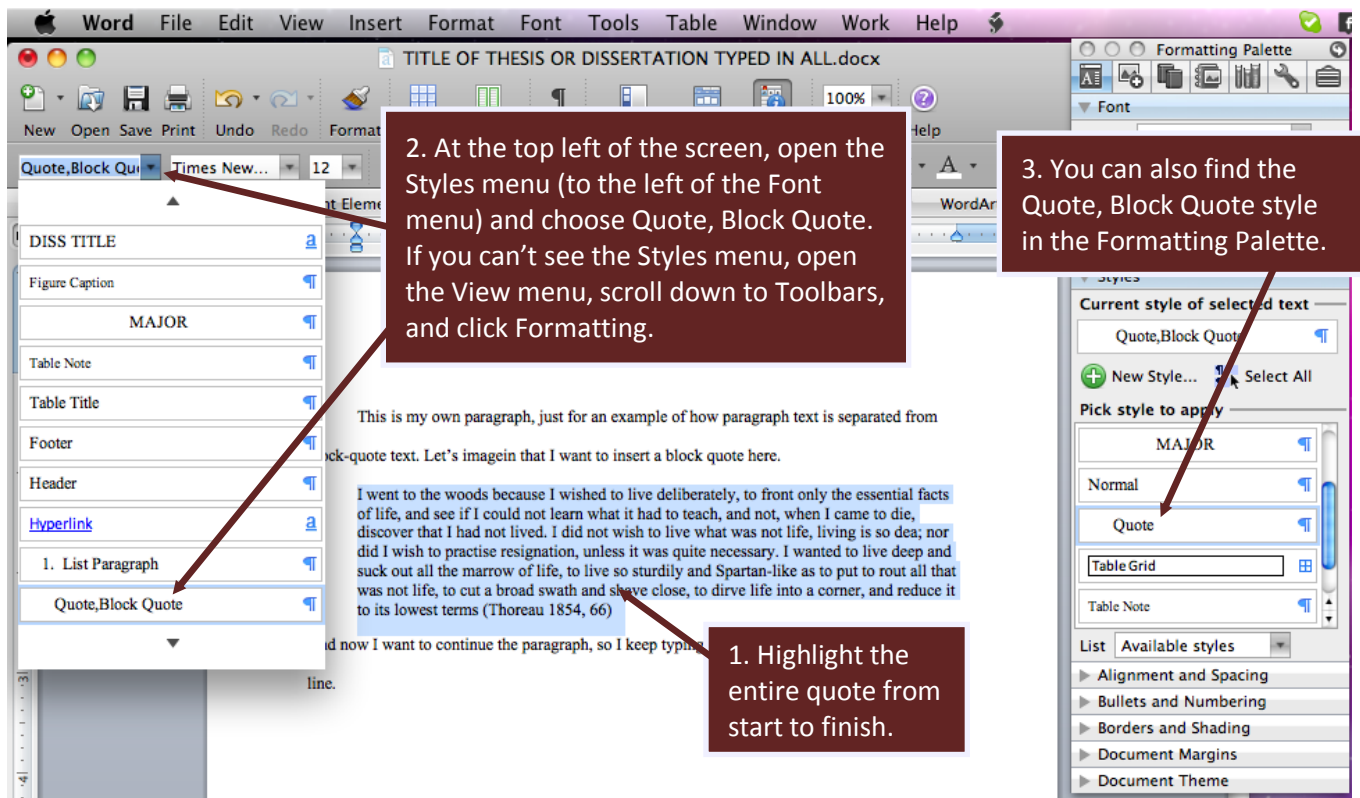
Formatting Block Quotes

STEP 1. The AU Thesis and Dissertation Guide suggests that block quotes of 5 lines or more be set in block style. A preformatted style is included in the AU Template to help you quickly achieve this. First, put the quoted text on its own set of lines, separate from the text above and below it.



(Instructions Continue on Next Page)

STEP 2. Now that the quoted text is on its own line, highlight the quote and apply the Block Quote style.



Note that the example citation is in Turabian style. If using APA, you would use the following citation. (Thoreau, 1854, p. 66)

Components of Block Quote Format

Turabian and APA generally format block quotes the same way (half-inch left indent, left-aligned text, no right indent, citation placed outside of terminal punctuation mark). Note that you are allowed to single space your block quotes even if you are using APA because the AU Thesis and Dissertation Guide permits doing so. Leave the text of the block quote in 12 pt font.

Common Issues with Block Quotes

Both Turabian and APA recommend using three spaced dots to indicate that material was omitted within a sentence and four spaced dots to indicate that material was omitted between sentences (with the first dot being the period of the previous sentence). Both APA and Turabian prefer manually spacing the dots as opposed to the automatically formatted ellipses in word-processing programs. Always keep the three ellipsis points together on the same line.

Use an em dash (not ellipsis points) with no spaces on either side to indicate sudden changes or breaks in thought; otherwise, the reader will be confused about what your dots mean. You can insert an em dash by going to the Insert menu at the top of the screen, then choosing Symbol. Or, you can copy and paste this one: —.

Consult your discipline's preferred style guide for information on common editorial issues with block quotes, such as when to capitalize the first letter of the quote, when and when not to use ellipses, how to indicate emphasis, how to indicate your own material, and so forth.