



# Need to Know IT

## Formatting Long Quotations

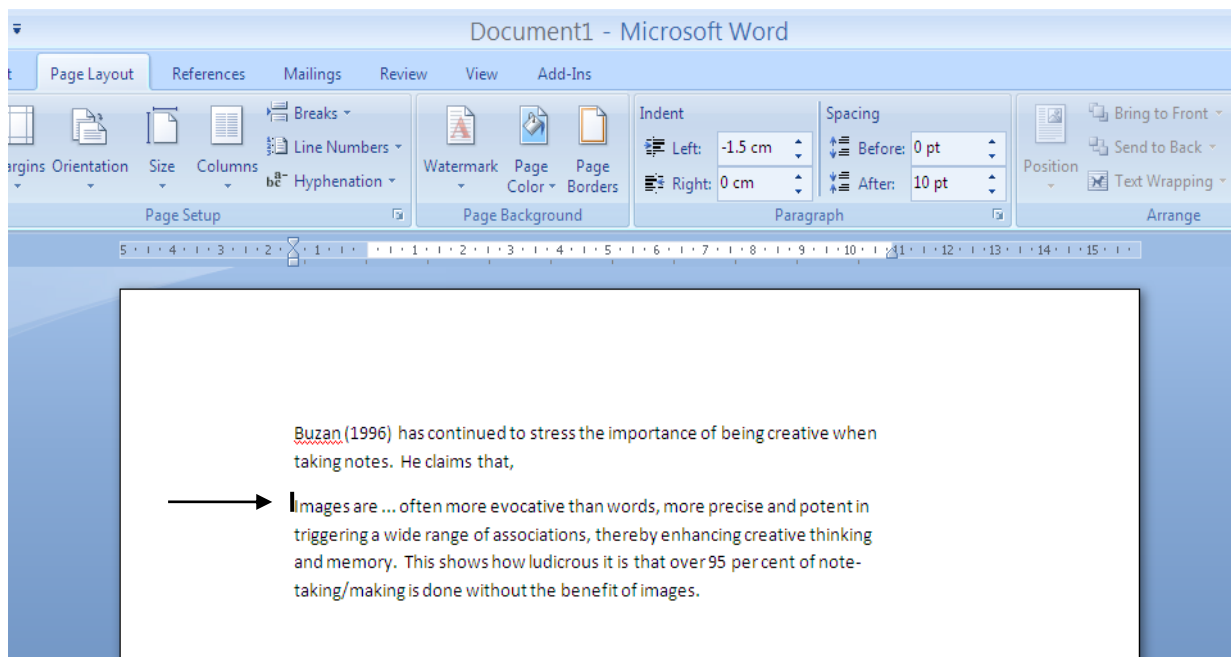
Long quotations in assignments are defined by an extraction of an original of more than three lines.

Long quotes should stand out from your writing. Therefore, they:

- start on a new line
- do not include quotation marks
- have single spacing
- are indented

Complete the following steps to present a long quote appropriately:

1. Put the cursor at the beginning of the quote



2. Press the Tab button  once.

Buzan (1996) has continued to stress the importance of being creative when taking notes. He claims that,

Images are ... often more evocative than words, more precise and potent in triggering a wide range of associations, thereby enhancing creative thinking and memory. This shows how ludicrous it is that over 95 per cent of note-taking/making is done without the benefit of images.

3. Return the cursor to the second line of the quote, and press the Tab button again. The whole paragraph will move inwards (ie, indented from the left margin).

Buzan (1996) has continued to stress the importance of being creative when making notes. He claims that,

Images are ... often more evocative than words, more precise and potent in triggering a wide range of associations, thereby enhancing creative thinking and memory. This shows how ludicrous it is that over 95 per cent of note-taking/making is done without the benefit of images. (Buzan, 1996, p. 73)

Therefore, it would seem prudent to include images of some kind when attempting to make your notes more memorable.

4. Add the referencing details, and change the line spacing to single or 1.0 (as in the example above).

As can be seen, this differs from short quotations (of less than three lines) which should be integrated into your writing.

Example of short quotation:

One study has looked at human's ability to manage time and discovered that "time perspectives emerge from cognitive processes partitioning human experience into past, present, and future temporal frames" (Zimbardo and Boyd, 1999, p.1). The authors further claim that these dominant orientations powerfully influence a lot of human behaviour.