



How to Properly Integrate Citations/Quotations

Introduction

When you find words from a book that you want in your paper, you must integrate them properly.

ICE Method

- All you really need to remember are three letters: **I C E**

1.) Introduce: If you want to use someone else's words, you must INTRODUCE them first.

2.) Cite: To show where you got the quotation from, you must also CITE it.

3.) Explain: You must also EXPLAIN what the quotation means or how it relates to your topic.

Example

Suppose you have to write a paper on the dangers of the internet, and you find the following quotation from page 142 of *The Naked Employee*, by Frederick Lane:

"Without adequate discipline, the World Wide Web can be a tremendous time sink; no other medium comes close to matching the Internet's depth of materials, interactivity, and sheer distractive potential."

You might be inclined to write the following:

If people do not have adequate discipline, the World Wide Web can be a tremendous time sink because no other medium comes close to matching the Internet's depth of materials, interactivity, and sheer distractive potential.

This would **NOT** be acceptable because...

- All the original words of the author are used.
- There is no INTRODUCTION to the quotation.
- It does not CITE (show) where it came from.
- It needs to be EXPLAINED.

STEPS TO INTEGRATE A QUOTATION

Step 1: INTRODUCE the Quotation Properly

Example:

Frederick Lane points out that for those not exercising self-control, “the World Wide Web can be a tremendous time sink; no other medium comes close to matching the Internet’s depth of materials, interactivity, and sheer distractive potential” (142).

This is good because:

- It uses your own words to introduce the quotation.
- The introductory phrase - “points out that for those now exercising self-control” - flows logically into and directly relates to the quotation.
 - Other introductory phrases are also appropriate, such as:
 - Frederick Lane states...
 - Frederick Lane emphasizes...
 - Frederick Lane highlights...

Step 2: CITE the Quotation

Example:

Frederick Lane points out that for those not exercising self-control, “the World Wide Web can be a tremendous time sink; no other medium comes close to matching the Internet’s depth of materials, interactivity, and sheer distractive potential” (142).

This is good because:

- The author’s words must be in **quotation marks**.
- The page where the quotation appears must be specified at the end of the quotation in parentheses (MLA style format).

Remember: there are two classes of material that you need to be careful with...

- Someone else’s words
- Someone else’s ideas

Step 3: EXPLAIN the Quotation

Example:

Frederick Lane points out that for those not exercising self-control, “the World Wide Web can be a tremendous time sink; no other medium comes close to matching the Internet’s depth of materials, interactivity, and sheer distractive potential” (142). **Indeed, we have all experienced the attraction, allure, and addictive quality of the internet. It both stimulates and satisfies our desire to learn, but also our desire to be entertained. Without self-discipline that comes from self-awareness, it can thus easily overwhelm us.**

This is good because:

- It explains the quotation.
- It expands on the ideas in the quotation.
- It relates to the topic of your paper.
- It points to new avenues of thinking about the topic.

Remember when using someone else's words they are always better with ICE!

Practice Exercise

Choose a book, preferably non-fiction, and look for a passage you find interesting and copy it down word-for-word, and note the page number:

Think of a good way to introduce it using your own words:

Using the E in ICE, explain and expand upon the quotation:
