

QUOTATIONS 3

RULES for MODIFYING QUOTATIONS

Although you cannot change any words or letters in a quotation, there are some conventions (rules) which enable you to modify quotations.

+ using ellipsis

If you want to leave out part of a quotation use an ellipsis. An ellipsis is a series of three dots with spaces between them (. . .)

- It is used in the middle of a quotation to indicate the omission of material from the original quotation. There needs to be a space before and after the ellipsis.

example

An inquiry in 2006, conducted by Justice Keith concluded that:¹

[B]ecause of a pernicious and dangerous cocktail of poor communications ... prison staff never got to grips with [Stuart] ... [There was] a bewildering catalogue of shortcomings, both individual and systemic, at Feltham at the time.

- Do not place an ellipsis at the beginning of a quotation

example

X Smith suggests, '... if the costs are not uniform, then different results may prevail.'

+ square brackets []

Use square brackets around a letter to show that you have changed a letter, pronoun or even a verb tense. This may be necessary to blend the quotation into a sentence.

example

original sentence - Civil liability proceedings are the preferred method in dealing with financial complaints.

- ✓ In the view of Smith, '[c]ivil liability proceedings are the preferred method' in these kinds of cases.

example (incorrect)

X As he points out in *McCann v UK*, '[I]f his actions were unlawful ... then he as an individual may be charged with murder'.²

¹ 688 HL Official Report (5th series) col GC187

² *McCann v UK* (1996) 21 EHRR 97

- a) Use square brackets around a word that you insert into a quotation. You may need to insert a word to make the quotation clear.

example

The European Council's framework decision requires that 'each Member State shall take the necessary measures to ensure that legal persons can be held liable for [bribery] offences'.³

adding emphasis in quotations

If you want to strengthen your argument and add your own emphasis in a quotation, you may italicise words. You need to inform the reader that you have done this by writing (**emphasis added**) after the footnote citation.

Emphasis added in a short quotation

example

It pointed out, however, that 'the exercise of an exclusive right by the proprietor may, *in exceptional circumstances*, involve abusive conduct' thereby clarifying that intellectual property rights are not in a different category to property rights as such.⁴

Emphasis added in a long quotation

example

However, the Regulation contains some general language which may be read in the context of high-tech markets:

The exemption should continue to apply, irrespective of the parties' market shares, for a certain period after the commencement of joint exploitation, so as to await stabilisation of their market shares, particularly after the introduction of an entirely new product, and *to guarantee a minimum period of return on the investments involved*.⁵

using [sic]

When quoting, you need to use the exact words of the original. If there are mistakes in the originals, show this by using the word [sic].

example

In *Carlill v Carbolic Smokeball Co.* the manufacturers claimed that they 'shewed [sic] sincerity' by depositing £1000 in the bank.

The use of [sic] in this quotation shows that you recognize that it is spelt differently from current use.

³ Art 5.2 European Council Framework Decision 2003/568/JHA

⁴ Case 311/84, *Télémarketing*, [1985] ECR 3261 para 551 (emphasis added)

⁵ R&D BER, para 16, Article 4(2) (emphasis added)