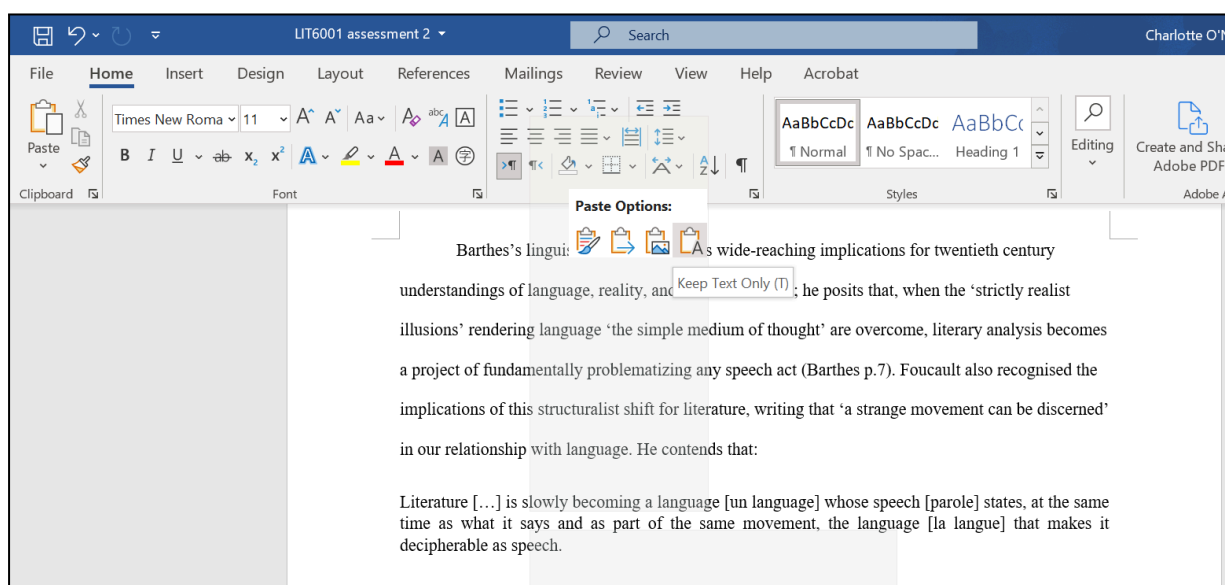# Academic Skills Centre Resource:

Inserting Block Quotations

When you need to include a quotation in your work that is three or more lines long, you can add this as a block quotation. A block quotation appears on a new line, and is indented from the left-hand margin. Quotation marks are not used, so the indentation indicates that you are using a quotation.
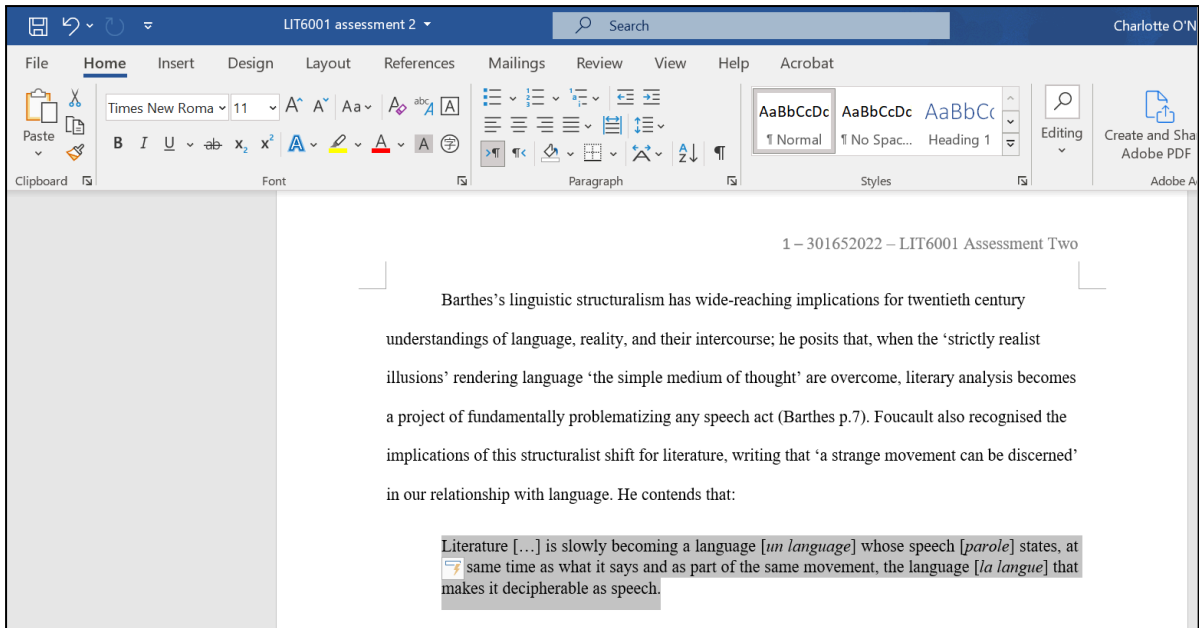
Check our How to reference guide and any departmental guidance to learn more about the relevant rules. Use block quotations sparingly as they break the flow of your text and use of your word count. They are helpful for close analysis of text.

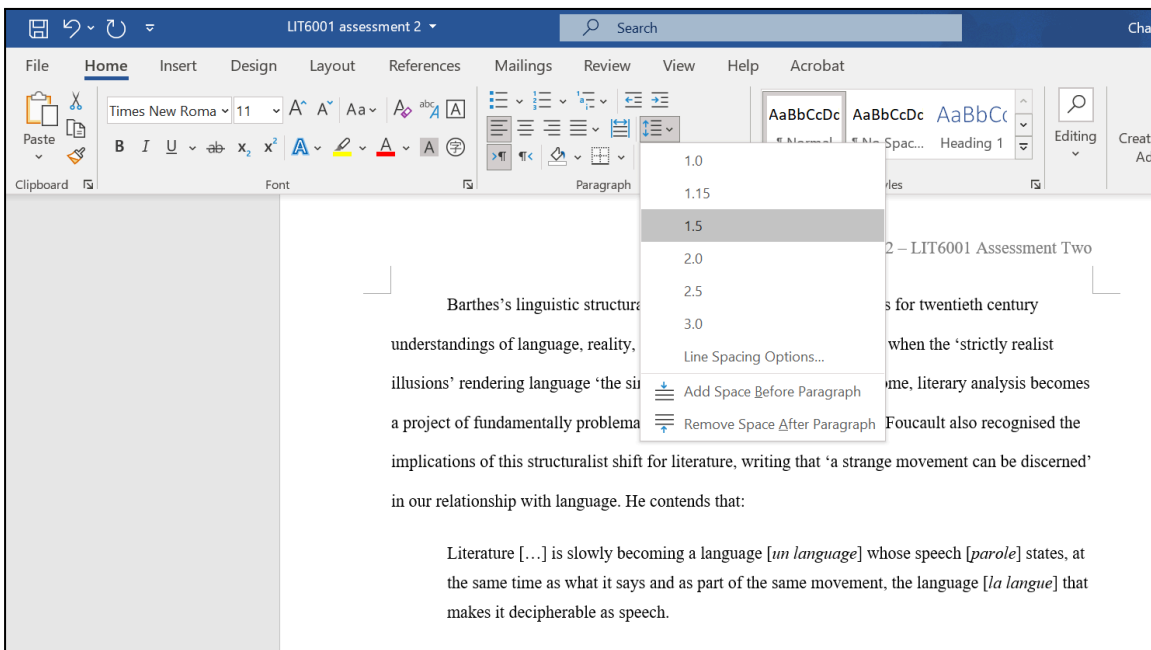## Inserting block quotations in Microsoft Word

1. Insert the block quotation into the body of the text, on a separate line without any quotation marks.

2. Check that you have written a sentence introducing the block quotation clearly within the text. Here, the block quotation makes sense as a standalone sentence, so a colon has been used to introduce it. Check your referencing guide for exact formatting

3. Indent the block quotation within the text by pressing the tab button on your keyboard. Your referencing system may have specific rules about how wide the indentation should be.

3. Adjust the line spacing as required by your referencing guide.

4. Add a citation to the block quotation, according to the referencing format suggested within your referencing style guide.

Barthes's linguistic structuralism has wide-reaching implications for twentieth century understandings of language, reality, and their intercourse; he posits that, when the 'strictly realist illusions' rendering language 'the simple medium of thought' are overcome, literary analysis becomes a project of fundamentally problematizing any speech act (Barthes p.7). Foucault also recognised the implications of this structuralist shift for literature, writing that 'a strange movement can be discerned' in our relationship with language. He contends that:

> Literature […] is slowly becoming a language [*un language*] whose speech [*parole*] states, at the same time as what it says and as part of the same movement, the language [*la langue*] that makes it decipherable as speech.
>
> (Foucault p.547)

5. When you are using a block quotation, this should never be the ending of the paragraph. Follow up the block quotation with your critical analysis and interpretation of it, going back to the normal margin style (pressing backspace twice on a new line should return your text cursor to the normal margin width).

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In other words, literature has begun to uncover its position as a form of language; as language is exposed in its structuring and codifying nature, the presumptions of 'reality' that dictate the *oeuvre* can be robustly challenged.

6. Check your referencing guide for any rules about how wide the gap should be between any block quotations used and the rest of the paragraph. If there are no specific rules, make sure that you use a consistent style throughout the document.