**Guidelines for Quoting**

1. Quotations use the other person’s words exactly as they appear in the text, including that person’s spelling and punctuation.
2. Use quotation marks to specify quotes.
3. Capitalize the quote according to your use of it in a sentence. Thoreau exaggerates that “an honest man has hardly need to count more than his ten fingers.”
4. When parts of the author’s writing are omitted from a passage, use ellipsis. “I went to the woods because I wished to live deliberately…and not, when I came to die, discover that I had not lived.”
5. In selecting and using quotations, do not distort the author’s meaning.
6. Use quotes sparingly, and select them carefully to highlight your main points.

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