

<b>VERBS FOR INTRODUCING SUMMARIES, PARAPHRASES, AND QUOTATIONS</b>
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<b>Author Is Neutral</b>	<b>Author Infers or Suggests</b>	<b>Author Argues</b>	<b>Author Is Uneasy or Disparaging</b>	<b>Author Agrees</b>
comments	analyses	alleges	belittles	admits
describes	asks	claims	bemoans	agrees
explains	assesses	contends	complains	concedes
illustrates	concludes	defends	condemns	coocurs
notes	finds	disagrees	deplores	grants
observes	predicts	insists	depreciates	
points out	proposes	maintains	deprecates	
records	reveals		derides	
relates	shows		laments	
reports	speculates		warns	
says	suggests			
sees	supposes			
thinks				
writes				

**Example of a Dumped and Plagiarized Quotation**

In short, many news editors and reporters maintain that it is impossible and perhaps not even desirable to keep personal opinions from influencing the selection and presentation of facts. “True, news reporters, like everyone else, form impressions of what they see and hear. However, a good reporter does not fail to separate his opinion from his facts.”

**Example of an Integrated and Correctly Quotation**

In short, many news editors and reporters maintain that it is impossible and perhaps not even desirable to keep personal opinions from influencing the selection and presentation of facts. Yet not all authorities agree with this view. Harold Lyman, a newspaper editor for more than forty years, grants that “news reporters, like everyone else, form impressions of what they see and hear.” But Lyman insists, “A good reporter does not fail to separate his opinion from his facts” (25).

Source: *Little Brown Handbook*

Also see *The New Century Handbook*, 2<sup>nd</sup> ed., pp. 797-800 on use of other punctuation with quotation marks and pp. 230-233 on how to integrate quotations in your writing.