



How to Insert Block Quotes

MLA FORMAT: MLA requires that any quotation over 4 lines (or 3 lines of verse) be started on a new line, indented .5" from the margin, and double spaced without quotation marks. To do this:

Step 1: Hit "enter" before the first word of the quotation, and after the last word of the quotation

Step 2: Highlight the text

Step 3: Right click and select "paragraph"

Step 4: Under "indent" change left to .5"

APA FORMAT: APA requires that any quotation over 40 words be started on a new line, indented .5 inches from the margin, and double spaced without quotation marks. To do this:

Step 1: Hit "enter" before the first word of the quotation, and after the last word of the quotation

Step 2: Highlight the quotation text

Step 3: Right click and select "paragraph"

Step 4: Under "indent" change left to .5"

CHICAGO FORMAT: Chicago requires that any quotation of five or more lines, or more than 100 words, be started on a new line, and indented .5" from the margin without quotation marks. Unlike APA and MLA, your block quote will NOT be double spaced. Instead, it will be single spaced. To do this:

Step 1: Hit "enter" before the first word of the quotation, and after the last word of the quotation

Step 2: Highlight the quotation text

Step 3: Right click and select "paragraph"

Step 4: Under "indent" change left to .5"