



Avoiding the copyeditor's queries, part 2: quotations

Several* things you can do to save the pain later

* (it's a bit more complicated this time, sorry)

The steps are:

#1: Does every quotation actually have to be a quotation?

#2: Is there a pinpoint for every quotation?

#2a: For double quote marks

#2b: For single quote marks

#2c: For displayed (block) quotations

Quotations – epigraphs bonus!

Quotations. Gotta love 'em – they make a point so well. But they do give rise to the next largest group of queries after references (though references are way out in front, as I discussed in part 1) – probably 15% of the whole, in my experience. And, just like rocky references, they can be tricky to resolve once your materials are back at the library, or buried under later projects.

I'm using author-date illustrations here, but the principles apply just as much to short-title referencing – your formatting will be different, of course.

#1: Does every quotation actually have to be a quotation?

No, I'm not suggesting plagiarism for one moment!

Plagiarism is a special kind of evil, and nothing short of theft. But if you find yourself wrapping quotation marks around quite commonplace phrases from source material, consider

redrafting to take in that information, and save the actual quotation for the big ideas. You'll still have to cite a reference, of course, but it won't need a page number and there will be fewer quotation marks peppering the page, which in turn will make your text look neater and save the reader from flipping into and out of quotation mode every few words – lots of very short quotations start to look like scare quotes, which is probably not what you want. If your quotation of a couple of words is of a key term that your source's author invented, though, by all means break out the quotation marks and the page numbers.

#2: Is there a pinpoint for every quotation?

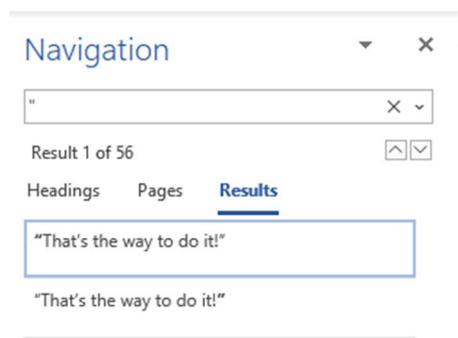
In scholarly work, the only reason not to give a page number (a pinpoint) for each quotation is because the source is a webpage and doesn't have page numbers or, as often happens with the references in the art books I edit that reference museum catalogues and the like, the printed source is unpaginated. Everything else should have a page number.

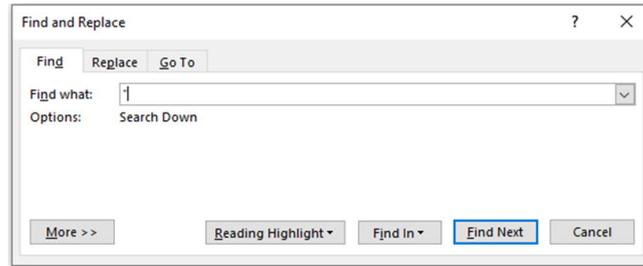
Checking this is a bit harder than we had in references, but the basic principle is the same. You don't read through, hoping to notice things – you'll get caught up in the meaning and be tempted to tweak here and there. No, you go deliberately looking.

Now, here's the rub. In UK publishing, the tendency is to use single quotation marks for quotations. In US publishing, the tendency is towards double quotation marks. If you've used double quotation marks, your life is just about to become simpler, but it's not the end of the world if you have single quote marks. We'll also take a look at displayed quotations and how to find those.

#2a: For double quote marks:

- 1 For double quote marks, open up the navigation pane or type Ctrl F to bring up the Find box, and type a solitary double quote mark, with no spaces: "





You can see in the navigation pane that each quotation comes up twice – there’s a double quotation mark at the start and end, of course.

- 2 Go to the first item in the results in the navigation pane, or click next in the Find box.
- 3 There’s your first quotation. Does it have a closing double quote mark? Does it have a source *and a pinpoint*? If you quote lots of bits in quick succession, you may omit a repeated pinpoint every time as long as you include the necessary pinpoint(s) by the end of the paragraph and it’s clear to the reader what’s what. If you have six short quotes and then put a group of four pinpoints together (e.g. Schwartz 2018: 45, 201, 65–6, 93) how can the reader work out what’s where?
- 4 Does the pinpoint you have make sense? If there’s a quotation of two sentences followed by a pinpoint that’s a range of five pages, it doesn’t help the reader. I’ve seen “[text of short quotation]” (Jones 2017: 425–54). That’s probably the whole chapter. If you want to refer the reader to the whole chapter, or section, when you’re quoting, you can take one of two approaches.
(Jones 2017: 425–54, at 430)
or
(Jones 2017: 430, see also 425–54)
- 5 Is the pinpoint Jones 2017: 430f. or 430ff., whether that’s for a quotation or a reference to a discussion? None of the publishers I work for use that any longer. Give the precise range. Your copyeditor *will* query it, otherwise.
- 6 Repeat and repeat until you get to the end of your manuscript – and that’s *all* the files, including tables and artwork.
- 7 As an extra wrinkle, also check for two single quote marks typed together: “ It might look right on the page, but it may lead you to miss a quotation you needed to check. Much easier to find them all now, while you have your materials to hand.

#2b: For single quote marks:

This is going to be the same process as set out in steps 2–6, but we have two goes at step 1 – maybe more, depending on how accurate your typing has been.

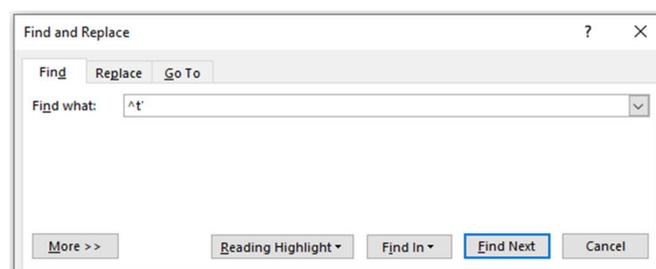
- 1a Open up the navigation pane or bring up the Find box via Ctrl F and type in a space followed by a solitary single quote mark. This should avoid you landing on apostrophes. Follow steps 2–6 then come back here.



- 1b For the second pass, type `^p'` with no spaces. This is now looking for single quote marks that start a paragraph. Work through your manuscript and follow steps 2–6.



- 1c This pass will only be necessary if you know you have fudgy typing – and don't worry, as your copyeditor will find everything of course. What you're trying to do now is reduce your queries later, not totally eradicate them. For a third pass, type `^t'`. Now you're looking for quotes that start after a tab – if you use tabs to indent paragraphs, you may well find some.



- 1d If you know you sometimes miss the space bar and don't always have a space after a full stop or comma, then try repeating the search that way: `. '` and then `, '` Now we've

got diminishing returns, so unless you want to work through all the punctuation marks, I reckon you can stop there.

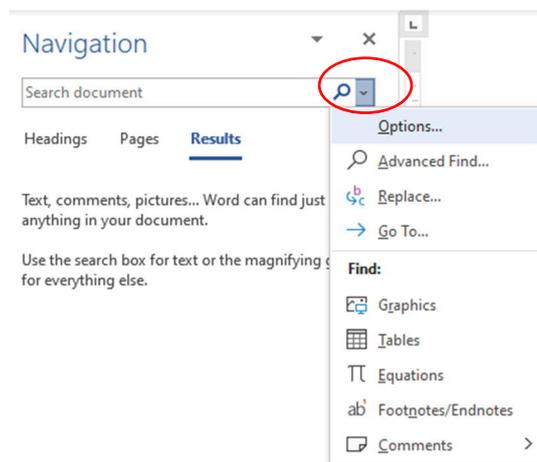
#2c: For displayed (block) quotations:

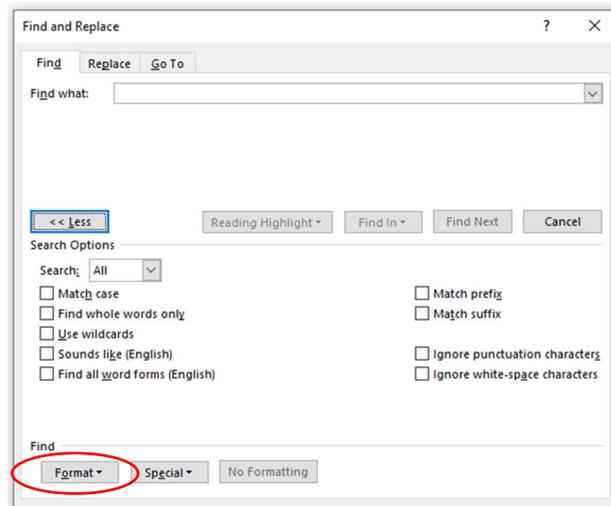
You may well have displayed longer quotes – indented them, or put a double line space fore and aft. If it's a short piece – an article or a chapter – probably the easiest way to find them is just to scroll through the pages and look.

If you have a long piece of work in a single file, then there are some ways you can search.

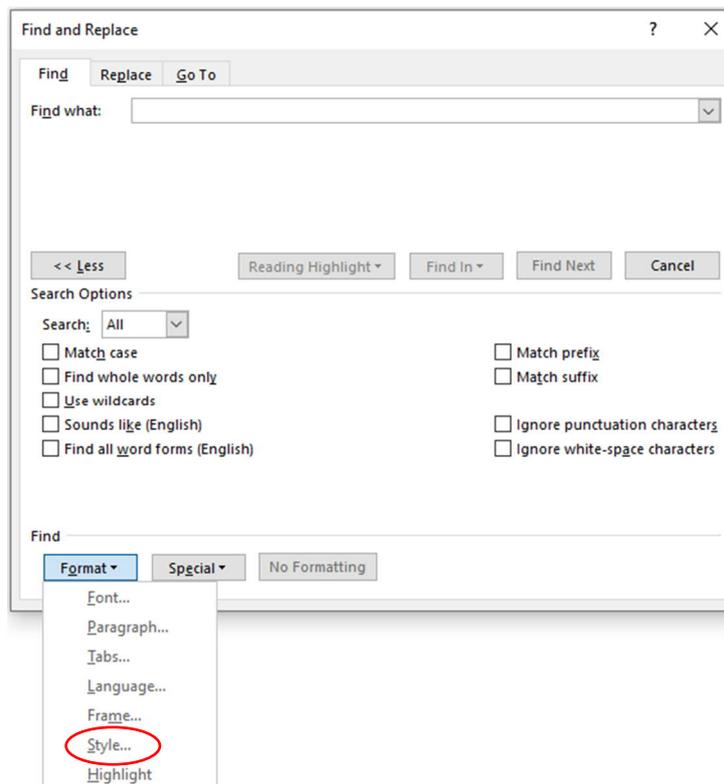
If you've used a quotation style from the styles pane in Word, then you can search for all instances of that style.

- 1 Open up the navigation pane and click on the little down arrow, to open up Advanced Find, or use Ctrl F to open up the Find box. Make sure there's nothing (not even a space) in the Find What field, then click on the More>> button in the bottom left corner.

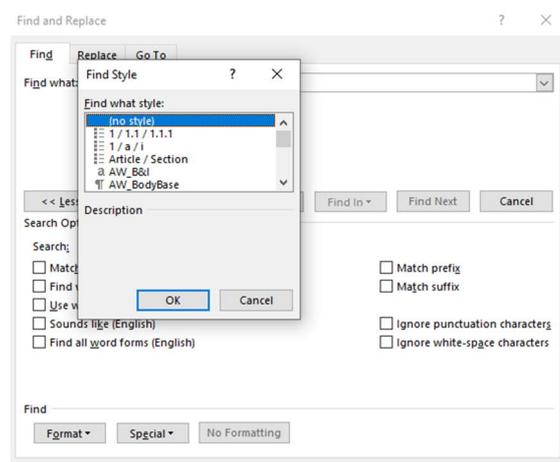




- 2 At the bottom of the pane, Click on Format to open up the drop-down list and choose Style – the second last option. This opens up the Find What style dialogue box – find your style and select it. The list will auto-reduce if you type in the first letter of the style name (don't type the second letter – you'll be sent shooting off to that part of the list, rather than refining the choices).



Don't be surprised if your list of styles looks different from mine – just scroll down the list to find the style you used:



3 Now you can click on Find Next to go from displayed quote to displayed quote and check the pinpoints are there and make sense, as for the original steps 2–6.

If you've just used indented margins to display your quotation, then the easiest way to find them is to move your cursor right up to the start of the document (Ctrl Home for speed), then zoom right out to maybe 30% or so. You should be able to see where the indented text is, rather than scrolling all the way down a page at a time. When you find a displayed quote, put your cursor in it, then zoom in to 100% or whatever you usually work at, check the pinpoint's details, then zoom out again and find the next one.

If all this seems unnecessary palaver, and life is simply too short, then skip this. If there are any issues your copyeditor will find them and raise queries as necessary. For my part, I will do what I can to find the quotation and fix the problem with the pinpoint myself, but it all takes time and slows down the editing process. And sometimes the query will be sent to you anyway, when the source (or the right edition of it) isn't available online or is behind a paywall.

Thank you, thank you, thank you

However much, or little, you have been able to put these steps into action, you have saved yourself queries (or are feeling very pleased with yourself!).

Quotations – epigraphs bonus!

In scholarly work, you'll probably rely on 'fair usage' when it comes to quotations – although the concept of 'fair usage' is now outdated under current copyright law. But: epigraphs are *not* covered by the same considerations, and you'll need to clear copyright for them. Quotations

from poems or song lyrics are also not covered by any notion of 'fair usage', in part because the whole work is generally very short (at least, compared to an article or book chapter, or a whole book). So tread very carefully there and make sure you have the copyright permissions needed – and that you include the permission in your manuscript in accordance with the copyright holder's (or holders') requirements. If you wait for your copyeditor to flag them, you may not have enough time in the publishing schedule to obtain the permissions you need, and your carefully selected epigraphs will end up on the editorial equivalent of the cutting-room floor.