

APPENDIX E. QUOTATIONS

- A. Short Quotations. A quotation of one or two lines is included in the text. Use single quotation marks to enclose a quotation within a quotation.

SHORT QUOTATION

The regulation clearly states, "Ambiguous references such as 'herein' or 'above' shall not be used."

- B. Long Quotations. A quotation of three lines or more is typed apart from the text and blocked one-half inch from the left and right margins. After typing the last word of the paragraph preceding the quotation, hit "Enter" two times, hit "Tab" one time, type a quotation mark, and begin typing the quotation. Type runover lines flush with the first line of the quotation. Single-space each paragraph of the quotation; double-space between paragraphs. Type a quotation mark at the beginning of the first paragraph and each succeeding paragraph. Type a closing quotation mark at the end of the complete quotation only, not at the end of each paragraph.

LONG QUOTATION

The President expressed his appreciation for the achievements of HUD in his recent State of the Union Message when he said:

"Let me assure you that you can have a great career in the Department of Housing and Urban Development. You will feel proud when helping the homeless find shelter and families find homes.

"We must all do our part to help Americans live the American Dream of having safe and decent housing in every city and county in this nation. You will be proud that you are a part of making this happen."