



Aim for accuracy of quotation. Only change a quote in order to:

- correct slips of grammar
- remove filler words like "ah" or "um"
- fix typos from emails or texts.

If you leave out the middle of a quote, show this by using three ellipsis points (...).

Only edit an audio/video clip to remove pauses or stumbles.

If you have not recorded a quote, then paraphrase what the speaker said using your own words. DO NOT try to remember the speaker's words and put them in quotation marks, since this may lead to misquotation.

If a quotation doesn't