**With quotes, clearly introduce the change in voice.**

* **Introductory phrase + comma + capitalization**

Smith says, “The novel is….

Smith remarks, “There are many thing…

In Smith’s words, “The character’s main flaw…

* **Introductory phrase + *that* or *as***

Smith explains that “the protagonist has nowhere to turn….

Smith describes the novel as “a work of merit despite….

* **Complete sentence + colon**

Smith brings out a crucial point about the story: “Nothing is as it appears…

* **Mix smoothly into your own words.**

At a crucial point in the story, readers are suddenly “thrown into chaos…