

QUOTATION MARKS

When do I use quotation marks?

- Use quotation marks to enclose direct quotations:

B.F. Skinner wrote, "Education is what survives when what has been learned has been forgotten."

- Use quotation marks around the titles of newspaper and magazine articles, poems, short stories, songs, episodes of television and radio programs, and chapters or subdivision of books:

One of the classic hits of 1969 was "Aquarius" by The 5th Dimension.

*Note: Titles of books, plays, and films and names of magazines and newspapers are put in italics or underlined.

- Quotation marks may be used to set off words used as words:

People often confuse the word "affect" with "effect" when they write.

Note: words used as words may also be underlined or put in italics.

- Use single quotation marks to enclose a quotation within a quotation:

According to Aminifu R. Harvey, "[researcher] Franklin points out that the issue of respect is significant in the lives of African-American youths . . . He also states that the group can serve as an 'alternative peer reference group' (p. 330) to counteract negative peer influences and provide support in the face of adversity."

- EXCEPTION: Set off long quotations (more than four typed lines) by indenting ten spaces from the left margin:

George Washington said the following to his army on July 2, 1776: The time is now near at hand which must probably determine whether Americans are to be freemen or slaves; whether they are to have any property they can call their own . . . The fate of unborn millions will now depend, under God, on the courage and conduct of this army. Our cruel and unrelenting enemy leaves us only the choice of brave resistance, or the most abject submission. We have, therefore, to resolve to conquer or die.

How do I use quotation marks?

- Always place **periods** and **commas** inside quotation marks:

"I want you all to bring a blank cassette tape to class on Monday," said Mrs. Bradshaw. "We'll be using them for an assignment."

- Put **colons** and **semicolons** outside quotation marks:

Harold wrote, "I regret that I am unable to attend the fund raiser for AIDS research"; his letter, however, contained a substantial contribution.

- Put **question marks** and **exclamation points** inside quotation marks unless they apply to the sentence as a whole:

Tyler asked, "Can I get you a glass of water?"

Did you hear Lisa say "Take out the trash"?

- After a word group introducing a quotation, choose a colon, a comma, or no punctuation at all, whichever is appropriate in context:

*Henrik Ibsen wrote the following in *An Enemy of the People*: "You should never have your best trousers on when you go out to fight for freedom and truth."*

Robert Frost said, "You can be a little ungrammatical if you come from the right part of the country."

"You can be a little ungrammatical if you come from the right part of the country," Robert Frost said.

Charles Hudson noted that the prisoners escaped "by squeezing through a tiny window eighteen feet above the floor of their cell."

"A great many people think they are thinking," wrote William James, "when they are merely rearranging their prejudices."

"I was a flop as a daily reporter," admitted E. B. White. "Every piece had to be a masterpiece—and before you knew it, Tuesday was Wednesday."

From *A Writer's Reference* by Diana Hacker.

Some quotations were taken from *The Oxford Dictionary of Quotations*.

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