

Using Quotation Marks

What are quotation marks?

Quotation marks are used primarily to enclose the exact speech of and give credit to authors other than oneself. Quotation marks also may be used to set off certain titles, ironic language, or specific terms.

Format speech quotations by...

⇒ **Placing periods and commas
inside the quotation marks**

Quotation marks look like...

- *The Declaration of Independence begins with, “When in the course of human events”.*
- ***The Declaration of Independence begins with, “When in the course of human events.”***

⇒ **Placing semi-colons and colons
outside the quotation marks**

- *In an essay about the Declaration of Independence, students discussed the expression “all men are created equal”; therefore, Helen wrote a feminist interpretation of “men.”*

- ***In an essay about the Declaration of Independence, students discussed the expression “all men are created equal”; therefore, Helen wrote a feminist interpretation of “men.”***

⇒ **Placing question marks,
exclamation marks, and dashes
inside or outside the quotation
marks, depending on their use in
the sentence.**

If the punctuation applies to the material in quotes, place the mark *inside* the quotation marks. If the punctuation applies to the entire sentence, place the mark *outside* the quotation marks.

- *What did you write on the test about the statement, “[A]ll men are created equal?”*
- ***What did you write on the test about the statement, “[A]ll men are created equal?”***

⇒ **Place a quote within a quote in
single quotation marks**

*Quotation marks may also be
used to...*

- *Mary’s essay focused on the question, “Why do we insist that “all men” refers only to males, not humans?”*
- ***Mary’s essay focused on the question, “Why do we insist that ‘all men’ refers only to males, not humans?”***

⇒ **Indicate the titles of brief works**

For example, short stories, poems, book chapters, song titles, newspaper sections or articles, magazine articles, and essays.

- *Halo is the best track on the Deadwing CD.*
- ***“Halo” is the best track on the Deadwing CD.***