QUOTATION MARKS

1. Use double quotation marks to enclose direct quotations (reporting exactly what was said).

COMPLETE SENTENCE:
   Plutarch said, "It is a desirable thing to be well descended, but the glory belongs to our ancestors."

PORTION OF A SENTENCE:
   Plutarch said that it is fine for us to be descended from famous people but added that the fame "belongs to our ancestors."

INDIRECT QUOTATIONS (no marks needed): Indirect quotations are not the speaker's exact words. The word "that" is often a good clue that the words following are not being quoted exactly.
   Plutarch said that it was fine for us to be descended from famous people but added that fame belonged to those who earned it.

2. Use single quotation marks to enclose a quotation within a quotation.

   John said, "Many American soldiers in Vietnam did not agree with Nathan Hale's words, 'I only regret that I have but one life to lose for my country.'"

3. Use quotation marks to enclose titles of newspaper and magazine articles, essays, short stories, short poems, short musical works, song titles, subdivisions of books, episodes of television and radio programs, and other works published within larger works.

   Use underlining or italics for titles of books, plays, periodicals, movies, television programs, and works of art.

   "Harper's Index" in Harper's magazine is a source of information for trivia buffs.

4. Use quotation marks to enclose words being defined, used in a special sense or used for a special purpose. Italics (or underlining) can also be used. Put quotation marks around a word only when there is no other way to express the idea.

   By "comedy" I mean not only a funny play, but any play that ends happily.

   Jim's "valuable" prize turned out to be a cheap watch.

5. The procedures for using quotation marks for quoted material in a research paper vary with the type and length of the material being quoted. Consult a handbook (e.g., New St. Martin's Handbook or MLA Handbook for Writers of Research Papers) for correct usage.
QUOTATION MARKS WITH OTHER MARKS OF PUNCTUATION

1. Place the period and the comma inside the closing quotation marks.

"You know," the Senator said, "I think I'll run for president."

"Please get off my foot," Kathy asked nicely.

2. Place the colon and the semicolon outside the quotation marks.

One of Poe's best stories is "The Gold-Bug"; the story takes place in South Carolina.

There are four important characters in "The Open Boat": the cook, the captain, the oiler, and the correspondent.

3. Place the question mark and the exclamation point inside the quotation marks when the question mark and exclamation point apply to the quoted matter.

Barbara asked, "Are you ready?"

Did he ask, "What is reality?"

"Tackle him! Tackle him!" the coach shouted from the sidelines.

"Can we stay here?" she asked.

NOTICE in the last two sentences that no comma follows the question mark or the exclamation point.

4. Place the question mark and the exclamation point outside the quotation marks when the question mark and exclamation point apply to the whole sentence.

Stop singing "Dixie"!

Do you like "Yankee Doodle"?

5. Sometimes the proper use of quotation marks can be complicated. For instance, the following sentence contains a quotation within a quotation; the overall sentence is a question, but the quotation within a quotation is a statement. The question mark comes between the closing quotation marks.

Bob asked his neighbor, "Did my wife say, ‘I'm leaving'?"

6. If the quotation and the quotation within the quotation are both statements, then both the single and the closing quotation marks would come after the end punctuation.

Pamela said, "I love the saying, ‘He who laughs, lasts.'"
EXERCISE 1: Put quotation marks where they are needed in the following sentences.

1. Quentin asked, What club did you use on your last shot?

2. Robert, Charlene said, the boss told me to tell you, Thanks for a job well done.

3. A woman stood up in church and said, Those of you who bring children should keep them quiet during the service.

4. Jill screamed, I made an A on my physics final!

5. One of Poe's most famous short stories is The Fall of the House of Usher.

6. The song It's Only Make Believe contains the line, Maybe someday you'll care for me.

7. Just relax! the intern shouted in panic.

8. Thelma asked, Do you like the song Blue Suede Shoes?

9. Sidney, the professor asked, are you sure you understand the consequences of not reading the assignment?

10. Of Stephen Crane's short stories The Bride Comes to Yellow Sky and The Blue Hotel, which do you prefer? the instructor asked George.

ANSWERS:

1. Quentin asked, "What club did you use on your last shot?"
2. "Robert," Charlene said, "the boss told me to tell you, 'Thanks for a job well done.'"
3. A woman stood up in church and said, "Those of you who bring children should keep them quiet during the service."
4. Jill screamed, "I made an A on my physics final!"
5. One of Poe's most famous short stories is "The Fall of the House of Usher."
6. The song "It's Only Make Believe" contains the line, "Maybe someday you'll care for me."
7. "Just relax!" the intern shouted in panic.
8. Thelma asked, "Do you like the song 'Blue Suede Shoes'?"
9. "Sidney," the professor asked, "are you sure you understand the consequences of not reading the assignment?"
10. "Of Stephen Crane's short stories 'The Bride Comes to Yellow Sky' and 'The Blue Hotel,' which do you prefer?" the instructor asked George.
EXERCISE 2: Insert quotation marks where they are needed in the following paragraph.

1. Mitchell, asked Jackie, Have you read Virginia Woolf's novel To the Lighthouse? 2. Yes, Jackie said, I have. 3. Which of the three sections did you like the best? Mitchell wanted to know. 4. Jackie replied, I only remember the middle section called Time Passes. 5. Then she asked, What were the titles of the other two sections? 6. Mitchell told her that the first section was The Window and the third section was The Lighthouse. 7. Then he said, I'm not surprised that you remembered the Time Passes section. 8. That entire portion is beautiful prose describing the passage of time and the indifference of Nature to human suffering, Mitchell explained. 9. Yes, Jackie agreed, it is. 10. It seemed to me more like poetry than prose, she said.

ANSWERS:

1. "Mitchell," asked Jackie, "Have you read Virginia Woolf's novel To the Lighthouse?"
2. "Yes," Jackie said, "I have."
3. "Which of the three sections did you like the best?" Mitchell wanted to know.
4. Jackie replied, "I only remember the middle section called 'Time Passes'."
5. Then she asked, "What were the titles of the other two sections?"
6. Mitchell told her that the first section was "The Window" and the third section was "The Lighthouse."
7. Then he said, "I'm not surprised that you remembered the 'Time Passes' section."
8. "That entire portion is beautiful prose describing the passage of time and the indifference of Nature to human suffering," Mitchell explained.
9. "Yes," Jackie agreed, "it is."
10. "It seemed to me more like poetry than prose," she said.


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