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

⇒ Placing semi-colons and colons outside the quotation marks

⇒ 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.

⇒ Place a quote within a quote in single quotation marks

Quotation marks may also be used to...

⇒ Indicate the titles of brief works
For example, short stories, poems, book chapters, song titles, newspaper sections or articles, magazine articles, and essays.

Quotation marks look like...

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

⇒ 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.”

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

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

⇒ Halo is the best track on the Deadwing CD.

⇒ “Halo” is the best track on the Deadwing CD.