

## Quotation Marks

Double quotation marks are used in these instances:

- 1) When quoting speech; in other words, when showing the exact words someone has spoken.
- 2) When writing the title of a short work (according to specific rules) such as a magazine or newspaper article, short story, poem, or song.
- 3) When setting off a word because it is used in a special way:
  - a) When a word is used in place of something a person may not want to say directly.  
(Example: My dog had an "accident.")
  - b) When a word, letter, or symbol is meant as a thing instead of as its meaning.  
(Example: I spelled "cat" correctly. It has only one "a.")

Single quotation marks are used in this instance:

When words that would normally be placed within double quotation marks need to be put within another group of words that is already within double quotation marks.

Examples:

Elwood said, "I think 'Pop Goes the Weasel' is my favorite song."

John said, "Then Mary yelled, 'Look out!'"

### PUNCTUATION WITH QUOTATION MARKS

- 1) In the United States, periods and commas always go inside the set of marks that closes a quotation.

Examples:

Jimmers said, "I know where you are," and then ran away.

"You're a nut," Bubba laughed.

Jenna told her sister, "I miss you."

- 2) Other quotation marks go inside or outside the set of marks that closes a quotation, depending on the sense of the sentence.

Examples:

Did you say, "Eat your vegetables"?

(The question mark goes outside because only the narration is a question.)

Amazingly, everyone heard him say, "I'm sorry"!

(The exclamation point goes outside because the excitement relates only to the narration.)

He asked, "Are you asleep?"

(The question mark goes inside because only the quotation is a question.)

He yelled, "Go away!"

(The exclamation point goes inside because the excitement relates only to the quoted words.)

Did he ask, "Are you asleep?"

(The question mark goes inside because both the narration and the speech are questions.)

I was shocked to hear, "Stop, thief!"

(The exclamation point goes inside when the excitement relates to both the narration and the speech.)

- 3) Place a comma after the words that introduce a quotation.

Example:

Eloise replied, "Your nose is pretty, too."

- 4) Use commas to set off split quotations.

Example:

"I've been here too long," Jack said, "and I can't take any more."

### CAPITAL LETTERS WITH QUOTATION MARKS

Begin quoted speech with a capital letter. However, if the quotation is interrupted in the middle (if it is split), do not begin the second part with a capital letter. Do not begin the interruption with a capital letter, either.

Examples:

The girl said, "C**ake** is wonderful!"

"C**ake** is wonderful," t**h**e boy said, "b**u**t ice cream is better."

### A NOTE ABOUT QUOTED SPEECH AND PARAGRAPHS

When a new person speaks, a new paragraph begins. Look at any professionally-published book for examples.