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# Quotation Marks

Quotation marks (“ ”) identifytitles of short works; indicate direct quotations; and are used in citing sources.

# Titles in quotation marks vs. italics

Depending on hierarchy, some titles are in quotation marks, while others are italicized.

* Generally, shorter works (poems, song titles, chapters) go in quotation marks, and longer works (movies, books, newspaper titles) are italicized.
  + Books are italicized, but a chapter inside a book is in quotation marks.
  + The name of a TV show is italicized, but a specific episode is in quotation marks.
* Individual episodes of television shows

|  |  |
| --- | --- |
| **Example:** | My favorite episode of *Boy Meets World* is “We’ll Have a Good Time Then.” |

* Individual short works (short stories, essays, short poems, one-act plays, articles from periodicals)

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| --- | --- |
| **Example:** | I think Kipling's best short story is "Without Benefit of Clergy." |

* Speech titles

|  |  |
| --- | --- |
| **Example:** | I gave a speech in class called “My Local Member of Congress.” |

* Song titles

|  |  |
| --- | --- |
| **Example:** | Cole Porter wrote "Begin the Beguine." |

* Subdivisions or chapters of books when the title is within a collection or part of a whole

|  |  |
| --- | --- |
| **Example:** | As part of the documentation for her library paper on Robert Frost's poem "Stopping by Woods on a Snowy Evening," Jessica used an article from *Saturday Review* by John Ciardi entitled "The Way to the Poem." |

* In a bibliography, use quotation marks to distinguish the title of a selection from that of the whole book in which the selection is printed.

|  |  |
| --- | --- |
| **Example:** | Faulkner, William. "Two Soldiers." *Collected Stories of William Faulkner*, Random House, 1950. |

# Quotation Marks for direct quotes

There are detailed rules on using quotation marks to show someone’s exact words.

## direct quote

Quotation marks let your reader know that you are quoting directly—stating the exact words that someone has written, said, or thought.

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| **Examples:** | I wrote, "That's all I have." |
|  | "Thomas," he said, "you can't do that!" |
|  | "Will you go to lunch with me?" the note asked. "I'll be glad to," I told my friend when I saw her. But I thought to myself, "I'd really rather eat alone." |

## Punctuation for quotation marks

* Put commas or periods inside quotation marks

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| --- | --- |
| **Example:** | "Well," he said, "I'm ready for the samples." |

* Other punctuation goes inside ONLY if it is part of the quoted material

|  |  |
| --- | --- |
| **Example:** | "What's up?" the laboratory assistant questioned. |

* Colons, semicolons, and question marks often go outside quotation marks

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| --- | --- |
| **Example:** | Can you explain what Stanley Milgram means when he refers to “the fragmentation of the total human act”? |

* When citing a quotation,place the citation after the end quote and the period after the citation.

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| --- | --- |
| **Example:** | When Livvie let go of old Solomon's watch, she released herself to life, and "all at once there began outside the full song of a bird" (Welty 77). |

#### Commas set off expressions (such as **he said**) that introduce, interrupt, or follow direct quotations.

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| **Example:** | "Quiet, please," he said, "while the snakes are being handled." |

* If the quotation is two or more sentences, a colon rather than a comma may follow the form of the expression **he said.**

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| **Example:** | The guide explained carefully: "The snakes are being milked to prepare an antidote for snake bites. |

* Use single quotation marks to mark quotations within quotations.

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| **Example:** | “I think that ‘The Dementor’s Kiss’ is the best chapter in the whole series,” Tom said. |

* Do not use quotation marks simply to draw attention to a word or phrase, except when you are referencing a specific term or discussing a specific word.

|  |  |
| --- | --- |
| **Example:** | The word "garage" comes from the French; the word "piano" comes from the Italian. |
|  |  |

Long quotations

Prose quotations of four or more lines, and poetry of three or more lines, are indented from the rest of the text and do not need quotation marks.

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| **Example:** | At the end of Lord of the Flies, the boys realize the horror of their actions:  The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186) |

## Quoting dialogue or conversation

When writing dialogue or conversation, a new paragraph begins each time the speaker changes.

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| --- | --- |
| **Example:** | The five-year-old boy proudly announced to his younger brother, "I had a dream last night. I rode up and down on the escalator one thousand times with Mama and Daddy."  "Did I ride the escalator with you?" the brother asked hopefully.  "Nope. You weren't in the dream,“ the older boy responded.  "Okay, tonight I'll dream about eating five thousand chocolate ice cream cones, and you won't get any because you won't be in the dream," the smaller boy blurted out. |

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# Quotation marks for citing sources

* Always quote exactly and cite your quotations according to the style you are using. See the MLA, APA, or CMS style guides on the Writing Center website for details.
* Introduce your sources with at least one of the following:
* The author’s name
* A description of the author (credentials, title, etc.)
* The title of the book or article
* The name of the journal or web site
* A brief summary of the content
* An expression of the role of the quotation
* Use an introductory phrase
* In the words of Smith, . . .
* According to Shelley, . . .
* Use the present tense
* Use a variety of introductory verbs (see below)

## introductory Verbs

The following verbs can help you to introduce a quotation.

**Says:**

*Introduces the quotation as information.*

adds

believes

comments

describes

emphasizes

remarks

reports

states

writes

explains

mentions

notes

observes

offers

argues

**Agrees**:

*Indications the source agrees with another source or with your position.*

accepts

assents

supports

concurs

parallels

**Yields:** *Agrees that an opposing source is valid.*

*acknowledges*

*admits*

*allows*

*concedes*

*recognizes*

**Pro:** *Argues for a position with evidence or reasons.*

argues

contends

demonstrates

holds

illustrates

indicates

insists

asserts

maintains

proposes

shows

supports

**Con**: Argues against a source or position you are advancing.

attacks

contradicts

denies

differs

disagrees

disputes

opposes

refutes

objects

**Assumes:** Makes a statement that you question

alleges

claims

presumes

guesses

**Implies:** *Presents information indirectly.*

hints

infers

proposes

suggests

**Concludes**: Makes a statement that you question or feel is incorrect.

concludes

decides

determines

finds

# Italics

## Use Italics to Identify certain kinds of titles

Titles that are italicized are those of books, magazines, newspapers, pamphlets, long poems, television and radio programs, plays, works of visual art, operas and musicals, ships, and aircraft.

|  |  |
| --- | --- |
| **Examples:** | Our book club is reading *Such a Fun Age* next month. |
|  | Do you subscribe to the *Kansas City Star*? |
|  | My favorite painting at the Nelson-Atkins is Monet’s *Water Lilies.* |
|  | *Hamilton* was nominated for more Tony Awards than any other musical. |
|  | The *Titanic* sank in 1912. |

## Use Italics to Identify foreign words

Examples: It was a *fait accompli*.

“Do all coins say