Quotation Marks and Italics

CONTENTS Click on any heading below to jump directly to that topic.
QUOTATION MARKS ........................................................................................................... 1
TITLES IN QUOTATION MARKS VS. ITALICS................................................................. 1
QUOTATION MARKS FOR DIRECT QUOTES .................................................................. 2
QUOTATIONS MARKS FOR CITING SOURCES............................................................... 4
ITALICS ............................................................................................................................. 6

QUOTATION MARKS
Quotation marks (" ") identify titles of short works; indicate direct quotations; are used in citing sources; recognize art, ships, newspapers, and more.

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)
  **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."
Quotation Marks and Italics

- 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.


**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.

**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

  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.

- Other punctuation goes outside quotation marks

  Example: He found the container labeled "Lunar Soil", and opened it very carefully.
Quotation Marks and Italics

- When citing a page number after the quotation, place the comma and the period after the page citation, and thus after the quotation marks.
  **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.
  **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*.
  **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.
  **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.

**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.

**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.

QUOTATIONS 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
- says
- remarks
- reports
- states
- writes
- explains
- notes
- observes
- offers
- argues

Agrees: *Indicates 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 or feel is incorrect.
  - 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 *e pluribus unum*?" she asked.