



## Quotation Marks

Handout courtesy of Angela Gulick

“Double quotation marks” have three major uses:

**Use 1: Use quotation marks to highlight words in your own writing to indicate irony or sarcasm.** For any Austin Powers fans, these are what I call “Dr. Evil Air Quote” quotations.

**Example:** I told my mother it would be “fun” to spend Christmas with her awful aunt Edna.

**Note:** In this example, the word “fun” is not being said seriously; the writer, in fact, means the exact opposite. You should avoid this use of quotation marks in academic writing because it can be unclear if you are directly quoting an outside source or if you are being sarcastic or ironic.

**Use 2: Use quotation marks around the titles of minor works (shorter segments from larger works).** Examples of minor works include the titles of songs, articles in magazines and newspapers, short stories, chapters from books, website articles, and specific episodes of radio and television programs.

**Example:** Grandpa Ferguson's favorite song is “Don’t Fear the Reaper” by Blue Oyster Cult.

On the other hand, use italics or underlining for major works (the names of the entire sources). Examples of major works include the title of movies, books, plays, websites, journals, magazines, newspapers, CDs, DVDs, and television shows.

**Example:** I was broken-hearted to learn that *Arrested Development* was cancelled.

**Use 3: Use quotation marks around the exact words either stated or written by another source.** It is critical that anything appearing inside of “quotation marks” an **exact duplication** of the original source. Presenting information within quotation marks that wasn’t part of the original quotation is extremely unethical. Four methods for introducing direct quotations can be found on the following pages.

*Method 1: Source’s Name + Action Verb Quotation:*

Introduce a quotation by using the author's or speaker’s name and an action verb. Here are some sample action verbs: suggests, writes, states, says, comments, insists, questions, argues, claims.

**Example:** Regarding the television program *Project Runway*, **Harold Jorgensen writes**, “The one word that was completely overused by the end of the season was fierce.”

**Example:** **Katherine declared**, “For the final time, I did not steal money from the gift fund!”

**Note:** Because the quotations themselves are complete sentences and are preceded by action verbs, you need commas before the quotations, and you need to capitalize the first words of the quotations.

### Method 2. "That" Quotation:

Introduce a quotation by using the word "that." If you put "that" in front of your quotation, omit the comma and lowercase the first word of the quotation (unless that word is a proper noun that is always capitalized). Note the difference between these examples:

**"No That" Example:** Regarding the TV program Project Runway, Harold Jorgensen writes, "The one word that was completely overused by the end of the season was fierce."

**"That" Example:** Regarding the TV program Project Runway, Harold Jorgensen writes that "[t]he one word that was completely overused by the end of the season was fierce."

**Note:** In the second example, there is no comma between "writes" and "that." Also, in the original printed text, the word "The" was capitalized. To indicate that the first letter was changed to the lowercase [t], the letter "t" is [bracketed]. This would tell a reader that a slight change was made to the original quotation, and that slight change can be found within the brackets.

Personally, this style leads to more work with capitalization and punctuation, so I avoid using this style. 😊

### Method 3. According to Quotation:

Introduce a quotation using "According to..." Note: If you introduce information with the words "According to..." and double quotation marks, you do not need an action verb as well. Examples:

**Correct Example:** According to former NBC News anchor Tom Brokaw, "It's easy to make a buck. It is a lot tougher to make a difference."

**Correct Example:** Former NBC News anchor Tom Brokaw claims, "It's easy to make a buck. It is a lot tougher to make a difference."

**Correct Example:** Former NBC News anchor Tom Brokaw states that "[i]t's easy to make a buck. It is a lot tougher to make a difference."

**Incorrect Example:** According to former NBC News anchor Tom Brokaw claims, "It's easy to make a buck. It is a lot tougher to make a difference."

### Method 4. Embedded Quotation

Introduce a quotation by embedding it within your sentence. Use key words from the original quotation and make them a part of your own sentences. Here is an example:

**Example:** Ronald Kinkaid discovered that the policy of "attractive nuisance" could be applied to his trampoline in the backyard since it would be considered "something on a piece of property that attracts children but also endangers their safety."

**Note:** In this example, there is no punctuation before the two embedded quotations ("attractive nuisance" and "something on a piece of property that attracts children by also endangers their safety"). Further, the first words of each of the embedded quotations are not capitalized because they weren't capitalized in the original quotations and they aren't proper nouns (words that are always capitalized).

## Single Quotation Marks

A note about using single quotation marks ‘ ’ Use single quotation marks when you have a quotation **within** another quotation. Here are two examples:

**Example:** Flora Arnold wrote, “My favorite quotation is from Yogi Berra, who said, ‘I didn’t really say all of the things I said.’”

**Example:** Flanders and Jacobs write, “According to a 2008 study, marriage counselor Judy Bowen argues, ‘Marriage preparation is extremely important in a society that emphasizes fleeting relationships’ illustrating that as a culture, a premium is put on permanent monogamous relationships.”

## Quotation Marks and Other Points of Punctuation

Punctuation Point	Location with Quotation Marks
Periods (.)	Periods always go <b>inside</b> quotation marks >>> “____.” The only exception is if you have information in parentheses at the end of the quotation >>> “____” (Williams 16).
Commas (,)	Commas always go <b>inside</b> quotation marks >>> “____,”
Semicolons (;)	Semicolons always go <b>outside</b> quotation marks >>> “____”;
Colons (:)	Colons always go <b>outside</b> quotation marks >>> “____”:
Question Marks (?)	<p>If the <b>quotation itself</b> is the question, put the punctuation point with the question <b>inside</b> the quotation marks.</p> <p>One of my favorite songs from the 1960s is Carole King’s “<b>Will You Still Love Me Tomorrow?</b>”</p> <p>If the <b>entire sentence</b> containing the quotation is a question, put the punctuation point with the question <b>outside</b> the quotation marks.</p> <p><b>Have you ever heard anything as amazing as George Winston’s piano composition called “Variations on the Canon”?</b></p>
Exclamation Points (!)	<p>If the <b>quotation itself</b> is the exclamation, put the punctuation point with the exclamation <b>inside</b> the quotation marks.</p> <p>My brother was backing up in the parking lot, but I shouted, “<b>Mark, stop!</b>” because he was going to hit a little old lady.</p> <p>If the <b>entire sentence</b> containing the quotation is an exclamation, put the punctuation point <b>outside</b> the quotation marks.</p> <p><b>I was absolutely furious when my mother said, “We’re not having pizza for supper”!</b></p>