



## QUOTATIONS & PUNCTUATION

All quotations: Place the exact words of a speaker or author in quotation marks.

- The chief executive officer left the meeting and said, "I have no comment."
- After the meeting, the stockholders claimed they had "no comment."

### COMMAS and PERIODS

Use a comma to signal the introduction of a quote.

- Ms. Green said, "Finish the report by Thursday."

Use a pair of commas when the quotation interrupts a sentence.

- "Finish the report by Thursday," Ms. Green said, "and you can take Friday off."

At the end of the quote, the most common practice in the United States is to **place commas and periods inside the quotation marks.**

- Each country has "rights," and each seeks "justice."
- "Tomorrow," the new supervisor promised, "you shall receive a raise."

NOTE: You do not need a comma when you integrate the quotation so that it is grammatically part of your own sentence.

- Thoreau argues that "shams and delusions are esteemed for soundest truths, while reality is fabulous."
- According to Thoreau, people are too often "thrown off the track by every nutshell and mosquito's wing that falls on the rails."

### SEMICOLONS and COLONS

Place semicolons and colons **outside** the quotation marks.

- The typewriter is a "collector's item"; in fact, it is a rare Remington.
- The typewriter is a "collector's items": a rare Remington portable.

## BRACKETS

Brackets [] are used to show the reader you made a necessary change to the text of the quotation, either for clarification or to alter the grammar.

- *Adding a clarifying note about the pronoun 'he':* "Although he [the butcher] seems to be a minor character in the work, [the butcher] provides useful insight into the common business practices of the time."
- *Adding a note with more information:* Wallace Stevens wrote that "after the final no there comes a yes [demonstrating his optimism about the human condition]" in one of my favorite poems.
- *Changing the form of the verb from present to a gerund:* The International Criminal Court it is meant to complement domestic judicial systems, "giv[ing] priority to national justice processes and embrac[ing] the primacy of each state in securing accountability for international crimes."

## QUESTION MARKS, EXCLAMATION POINTS, DASHES and PARENTHESES

The placement of these marks depends on whether the mark is part of the quoted language. If the mark is **part of the quote, place the mark inside the quotation**. If the mark is **not part of the quote, it is placed outside the quotation**.

### Mark is Part of the Quote

- Did I hear you ask "Why?"
- They screamed, "Run!"
  
- "Well just then I was inventing a new way of getting over the gate–," said the Knight.
- The author remembers, "we recited our motto ("be prepared") at the beginning of every Scout meeting."

### Mark is NOT Part of the Quote

- Did I hear you say "No"?
- Immediate suspension to anyone who says "No"!
- The lawyer shouted, "Immaterial!" – but the judge called for silence.
  
- Scouts live by their motto ("be prepared").

## INTERNAL QUOTATION

An 'internal quotation' is a quote (for example, spoken by a character) within the quotation you are using. **Use single quotation marks around the internal quotation.**

- Tyler stated: "When they said 'We won't deliver,' they meant they will not bring the furniture after a certain hour."

*Final Punctuation and Internal Quotes:* If the internal quotation has a final punctuation mark, place it within the internal quotation mark.

- Tyler repeated: "Their excuse was 'We don't have enough time.'"

If the final punctuation mark is not part of the internal quotation, place it between the single and double quotation marks.

- Tyler asked: “What did they mean when they said, ‘We won’t deliver’?”

### ELLIPSIS

A three-dot (point) ellipsis tells your reader you have removed words from the quotation. Academic work spaces the ellipsis points.

- “According to Jones’ research the female American alligators have a much shorter average length than the males...This accounts for their slower land speeds.”

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