

## Quotation Marks

### Use quotation marks to enclose direct quotations.

"Mr. Gorbachev, tear down that wall," declared Ronald Reagan.

### Caution: Do not use quotation marks for indirect quotations.

Ronald Reagan said that Mr. Gorbachev should tear down the Berlin Wall.

### Capitalize the first word of a quoted sentence.

Abraham Lincoln wrote, "Always bear in mind that your own resolution to succeed is more important than any other one thing."

### Use a comma to separate the quote from the rest of the sentence when introduced with a tag word such as *said*, *remarked*, *wrote*, etc.

Martin Luther King said, "I have a dream."

"I have a dream," declared Martin Luther King.

"I," stated Martin Luther King, "have a dream."

### In dialogue, begin a new paragraph each time the speaker changes.

"Mother, may I have some money to have my tongue and eyebrows pierced?" asked Sue.

"No, dear," replied Mrs. Bassington.

"How about a few tattoos on my tummy?" persisted Sue.

"If you want to do those things, you will have to pay for them yourself."

### Place periods and commas inside quotation marks.

"Honesty is the first chapter in the book of wisdom," wrote Thomas Jefferson.

"Wisdom," wrote Sophocles, "outweighs any wealth."

### Put semicolons and colons outside quotations.

G.K. Chesterton wrote, "Education is simply the soul of a society as it passes from one generation to another"; therefore, we must value and support good education.

George Washington Carver expressed the importance of education: "Education is the key to unlock the golden door of freedom."

**The question mark or exclamation point will go inside the quotation marks only if the quote is a question or an exclamation.**

The national anthem ends with a question:

"O! say does that star spangled banner yet wave o'er the land of the free and the home of the brave?"

**The question mark or exclamation point will go outside of the quotation marks if the entire sentence is a question or an exclamation.**

Did you know that Yogi Berra said, "I never said most of the things I said"?

**Use quotation marks to enclose sayings.**

My husband likes the old saying "A man's home is his castle."

**When a quote is formally introduced with an independent clause, use a colon.**

Some old sayings are silly if taken literally: "A watched pot never boils."

**Use single quotation marks to refer to quotations within quotations.**

Sophia raised her hand and said, "My mother always tells me, 'Bean by bean the bag grows full,' but I don't know what she means."

**Do not use quotation marks for sarcasm, humor, or clichés.**

She settled into the big easy chair and felt happy as a clam.

**Use quotation marks around the titles of short or partial works.**

- Newspaper and magazine articles
- Short poems
- Short stories
- Songs
- TV episodes

- Chapters or sections of books

**Use quotation marks (or italics) to refer to specific words.**

Don't confuse the words "to," "too," and "two."

The meaning of the word "Pecksniffian" is not in every dictionary.

**Online Resources**

[Purdue OWL: Quotation Marks](#)

[Quotation Marks](#)

[Writer's Web: Using Quotation Marks](#)

[Quotation Marks](#)

**Exercise:** Add the necessary quotation marks as well as any other necessary punctuation or capitalization.

1. Sophia cried, the lightning scares me.
2. Close your eyes said her mother and then you won't see it.
3. I think exclaimed Sophia that that won't work.
4. Just try to go to sleep whispered her mother.
5. Sophia said that she was sure she couldn't sleep.