

## Quotation Marks

The main function of quotation marks is to set off any words, either spoken or written, that have come from somebody else. Quotation marks are used:

**Around direct quotations:** *Dr. Smith argued, “Daily exercise is crucial to a healthy lifestyle.”*  
*“The assignment is due in two weeks,” said the professor.*

**Around titles of short works** such as newspaper and magazine articles, poems, short stories, songs, TV or radio show episodes. For example, *I listen continuously to “Crash” recorded by the group, Vital Signs.*

**Around words used as words** such as in the following example: *“Affect” and “effect” are often confused.* Italics are often seen when designating words as words in print; however, quotation marks are equally acceptable.

Remember to properly punctuate your writing when using quotation marks. **Place commas and periods inside the ending quotation marks.** Question and exclamation marks are placed inside the ending quotation marks only if they are a part of the quoted statement.

*“Are you planning to attend the meeting?” asked his supervisor.*  
*“The Star-Spangled Banner,” “America the Beautiful,” “Yankee Doodle” are traditional patriotic songs.*

*He carefully stated the obvious, “All things in moderation, including diet and exercise, are necessary to maintain appropriate weight.”*

When writing a formal research paper, remember to properly cite all direct and indirect quotations. Indirect quotations are not exact wordings, but rephrasings or summaries of another person’s words. Although indirect quotes do not need quotation marks, direct quotations do. It is important to properly cite any ideas, direct or indirect, that have come from another. In the Modern Language Association’s style of parenthetical citations, the period follows the parenthesis.

*James M. Mc Pherson comments, approvingly, that the Whigs “were not averse to extending the blessings of American liberty, even to Mexicans and Indians” (48).* (Direct quote)

*Research has shown that bears are remarkable adaptable creatures that often cause havoc as man invades their natural habitat (107).* (Indirect quote)

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

*The chairman of the board wrote, “ I regret that I will be unable to attend the dedication of the fine arts building”; however, his letter contained a substantial contribution to the building’s furnishings.*

**Use single quotation marks to enclose a quote within a quote.**

*According to Leslie Stroud, “The value of spices prior to refrigeration was multi-faceted: it not only preserved but ‘disguised foul odors and tastes and tempted the palate with fulsome visions of the Orient.’”*

**Use additional commas and quotation marks with interrupted quotes.**

*“Frank Lloyd Wright’s philosophy of architectural design was aesthetically pleasing,” remarked the docent, “yet it was often dysfunctional and structurally unsound.”*