

1 Here's the Idea

Quotation marks (“ ”) set off direct quotations, titles, and words used in special ways. **Italics** (a *slanted* style of print) are used for titles, foreign words, and words referred to as words.

Direct Quotations

▶ **Use quotation marks to indicate the beginning and the end of a direct quotation—a person's exact words.** The first word of a quotation introduced by words such as *she said* is capitalized. In a divided quotation, the first word of the second part is capitalized only if it begins a new sentence.

“Defense lawyers and prosecutors,” remarked Mr. Blair, **“are on opposite teams.”**

Do not use quotation marks to set off an indirect quotation.

Mr. Blair remarked that defense lawyers and prosecutors are on opposite teams.

Punctuation in Direct Quotations

Here are some guidelines on where to place punctuation when using quotation marks.

Placement of Punctuation with Quotation Marks	
Punctuation	Guidelines
▪ ,	Always put periods and commas inside quotation marks. He said, “Everyone likes to win.” “Everyone likes to win,” he said.
▪ ; ▪ :	Always put semicolons and colons outside quotation marks. He said, “Trials are like games”; I’m not so sure I agree.
? !	Put question marks and exclamation points inside the quotation marks if they are part of the quotation. If they are not, put them outside. Ms. Yee asked, “Do you keep track of wins and losses?” Did the juror actually say, “I’m biased against gum chewers”?

Within a sentence, a direct quotation may end with a question mark or an exclamation point. However, a quotation that would normally end with a period must instead end with a comma if the surrounding sentence continues after it.

“When does the trial begin?” she asked. “It’s set for noon,” he said.

- ▶ **Use single quotation marks to set off a quotation within a quotation.** Place the single quotation marks inside the double quotation marks.

“‘Never come to court unprepared’ was the best advice I ever got from my mentor,” remarked Mr. Rojas.

- ▶ **If a quotation consists of more than one paragraph, each paragraph should begin with a quotation mark.** However, a closing quotation mark should not be used until the end of the entire quotation.

You do not need to use quotation marks for a long quoted passage if you set off the entire excerpt in any of these ways: by indenting it, by setting it in smaller type, or by using single spacing instead of double spacing.

Titles and Names

- ▶ **Use quotation marks to enclose titles of short works and for works that are contained within longer pieces (for example, chapters within books).**

Using Quotation Marks with Titles

Kind of Title	Example
Short story	“A Worn Path” by Eudora Welty
Chapter	Chapter 4, “The Prosecution Rests”
Article	“Ants and Plants” in <i>National Geographic</i>
Essay	Thoreau’s “Civil Disobedience”
Television episode	“Birds of the Sun Gods” on <i>Nova</i>
Short poem	“I, Too” by Langston Hughes
Song	Ricky Martin sings “La Vida Loca”

► Use italics for titles of long works and for names of vehicles.

Using Italics			
Kind of Title or Name	Example	Kind of Title or Name	Example
Book	<i>The Scarlet Letter</i>	Movie	<i>Star Wars</i>
Newspaper	<i>Wall Street Journal</i>	Play	<i>The Crucible</i>
Magazine	<i>Newsweek</i>	Long poem	<i>Song of Myself</i>
Work of art	<i>Starry Night</i>	Long musical work	<i>Swan Lake</i>
Television series	<i>Law and Order</i>	Vehicle (ship, train, aircraft, spacecraft)	<i>Mariner IV</i>

Most software programs allow you to format your text in italics. However, if you're writing by hand or using a typewriter, use underlining to indicate italics.

While watching the classic film Twelve Angry Men, viewers can almost feel the heat in the jury room.

Other Uses

► Use quotation marks to enclose slang words, unusual expressions, technical terms, and definitions of words.

The gangster hired a "mouthpiece" to represent him in court.
SLANG WORD

Dan White's lawyer used the "Twinkie defense" to explain his client's actions.
UNUSUAL EXPRESSION

Don't use quotation marks for emphasis.

The jury found the defendant "guilty."

No quotes necessary

► Italicize an unfamiliar foreign word or a word referred to as a word.

Her concern with *bella figura* made her look down on those who neglected their appearance.

Italian term meaning "making a good impression"

The words *you* and *ewe* are homophones.

Words referred to as words