

1 Here's the Idea

Quotation marks are used to indicate that a statement made by another person is being quoted word for word.

- ▶ **Use quotation marks at the beginning and at the end of a direct quotation.**

Bill **said**, "My favorite sport is baseball."

Quotation marks are not used with an indirect quotation—that is, a retelling of what a person said, thought, or wrote.

Bill **said that** his favorite sport is baseball.

- ▶ **Use single quotation marks around a quotation within a quotation.**

"President Franklin D. Roosevelt once said, 'Major league baseball has done as much as any one thing in this country to keep up the spirit of the people,' stated Mr. Pennebaker.

When both quotations end at the same place, include both single and double closing quotation marks.

Divided Quotations

Sometimes a direct quotation is divided into two or more parts by explanatory words (*he said, she exclaimed, they reported*). In such cases use quotation marks before and after each part of the quotation.

"The first baseball game between two organized teams," **Mr. Pennebaker explained**, "was in Hoboken, New Jersey, on June 19, 1846."

Commas separate explanatory words from the quotation.

When the second part of a divided quotation is a new sentence, use a capital letter. If the sentence is not new, do not capitalize the second divided quotation.

"In 1845 Alexander Cartwright started the Knickerbocker Base Ball Club of New York," **Mr. Pennebaker told us**. "He is known as the father of organized baseball for his contribution."

Long Quotations

- If one speaker's words continue for more than a 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.

Sonia said, "Who do you think has the record for the most home runs in a season? Is it Babe Ruth, Joe DiMaggio, Sammy Sosa, or Mark McGwire?"

"Babe Ruth is my favorite."

No quotation mark at the end of first paragraph

Quotation Marks with Other Punctuation

Punctuation Guide	
Mark	Inside or Outside Closing Quotation Mark?
Period or comma	inside He told us, "The Cincinnati Red Stockings were the first professional baseball team."
Question mark or exclamation point	inside if the quotation itself is a question or exclamation "You know that baseball is considered the national pastime, don't you?" he asked. outside if the sentence containing the quoted material is a question or explanation Do you think anyone here knows the song "Take Me Out to the Ball Game"?
Colon or semicolon	outside Baseballs used from the mid-1800s until about 1920 were "dead"; when hit, they didn't travel as far as those used today.

Dialogue

- ▶ **Dialogue is conversation between two or more people. Begin a new paragraph each time the speaker changes, and use a separate set of quotation marks for each speaker's words.**

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Titles

- ▶ **Use quotation marks around the titles of magazine articles, chapters, short stories, TV episodes, essays, short poems, and songs.**

“One Throw” (SHORT STORY)

“Baseball and Softball: A Comparative Study” (ESSAY)

“Picking Dandelions in the Outfield” (POEM)