How to Punctuate

QUOTED MATERIAL

1. Use double quotation marks ("...") for direct quotations as well as the titles of poems, short stories, chapters in books, songs, episodes of a radio or television series, articles in periodicals, and other minor titles.

   ➢ "A good friend," observes Claudius Miniken, "makes hills easier to climb."
   ➢ "A Rose for Emily" is Faulkner's macabre and ghoulish short story about a scorned woman.

2. Use single quotation marks ('...') to enclose a quotation within a quotation.

   ➢ "Edgar Allen Poe's 'A Predicament' is one of the funniest short stories I've ever read!"
     Chet exclaimed.

3. Place the period and the comma within quotation marks.

   ➢ "Jenny," he said, "let's have lunch." She replied, "OK, but first I want to finish The Machine Stops."

4. Be sure the period and the comma follow the parenthetical reference to the source of a quotation.

   ➢ The author states that "time alone reveals the just" (471).
   ➢ Feeling that reality is "all that the case may be" (22), Slothrop takes little interest in saving for the future.

5. Place a question mark, exclamation point, dash, colon or semicolon within quotation marks when they apply only to the quoted matter. Place them outside when they do not.

   (Within quotation marks):
   ➢ Pilate asked, "What is truth?"
   ➢ Gordon replied, "No way!"

   (Outside of quotation marks):
   ➢ What is the meaning of the term "half-truth"?
   ➢ Stop whistling "All I Do is Dream of You"!
   ➢ She spoke of "the protagonists"; yet, I remembered only one in "The Tell-Tale Heart": the mad murderer.