

QUOTATION MARKS

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

Example: According to Paul Elliott, Eskimo hunters “chant an ancient magic song to the seal they are after: ‘Beast of the sea! Come and place yourself before me in the early morning!’ ”

Quotation marks may be used to set off words used as words.

Examples:

- The words “flaunt” and “flout” are frequently confused.
- Also acceptable: The words flaunt and flout are frequently confused.

Use of punctuation with quotation marks according to convention:

Always place periods and commas inside quotation marks.

Examples:

- “This is a stick-up,” said the well-dressed young couple. “We want all your money.”
- “A great many people think they are thinking,” wrote William James, “when they are merely rearranging their prejudices.”

Put colons and semicolons outside quotation marks.

Example: Harold wrote, “I regret that I am unable to attend the fundraiser for AIDS research”; his letter, however, came with a substantial contribution.

Put question marks and exclamation points inside quotation marks unless they apply to the whole sentence.

Examples:

- Contrary to tradition, bedtime at my house is marked by “Mommy, can I tell you a story now?”
- “What is it?” I asked, bracing myself. Have you heard the old proverb “Do not climb the hill until you reach it”?

Source: Hacker, Diana. *The Bedford Handbook for Writers*. Boston: St. Martin’s Press, 1991