

## Quotation Marks

Direct quotations are another person’s exact words—either spoken or in print—incorporated into your own writing. The following are general rules to know when using quotation marks in your work.

- Use a set of quotation marks to enclose each direct quotation included in your writing.
- Use a capital letter with the first word of a direct quotation of a whole sentence. Do not use a capital letter with the first word of a direct quotation of part of a sentence.
- If the quotation is interrupted and then continues in your sentence, do not capitalize the second part of the quotation.
- Indirect quotations are not exact words but rather re-phrasings or summaries of another person’s words. Do not use quotation marks for indirect quotations.
- If you leave words out of a quotation, use an ellipsis mark to indicate the omitted words. If you need to insert something within a quotation, use a pair of brackets to enclose the addition.
- Use quotation marks to indicate words used ironically, with reservations, or in some unusual way.
- Put commas and period within closing quotation marks. Put colons and semicolons outside quotation marks.

### Writing Dialogue

Write each person’s spoken words, however brief, as a separate paragraph. Use commas to set off dialogue tags such as “she said” or “he explained.” Closely related narrative prose can be included in a paragraph with dialogue. If one person’s speech goes on for more than one paragraph, use quotation marks to open the speech and at the beginning—but not the end—of each new paragraph in the speech. To close the speech, use quotation marks at the end of the final paragraph.

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