



Quotation Marks

Quotation marks are used to report another person's words, whether one is using dialogue or quoting a source. Fiction and non-fiction use the same formatting and punctuation rules for quotations even though the writing styles differ.

Quotation marks are ALWAYS in pairs.

There is the *opening quotation mark*. It is also called an *open quote*.

"The man is so erudite...

There is the *closing quotation mark*. It is also called a *closed quote* or *end quote*.

...and his son is even more intellectual."

Open and closed quotes must be together.

"The man is so erudite, and his son is even more intellectual."

Grammar rules for Quotation Marks

Punctuation marks always come before the quotation mark.

Right: Bob said, "I love you."

Wrong: Bob said " , I love you".

Quotation marks are immediately next to the word inside the quotation. Do not put a space between the word and the quotation mark.

Right: Jan said, "I love you, too." He smiled.

Wrong: Jan said, " I love you, too." He smiled.

A quotation inside of another quotation is marked with single quotes.

Right: Bob said, "Mary said, 'I hate you!' to John, and then she ran out the door."

Wrong: Bob said, "Mary said, "I hate you!" to John, and then she ran out the door."

A period is used at the end of a sentence, not the end of the quotation.

Right: John explained to the class, "The marshmallow is the most important ingredient" during his report on how to make s'mores.

Wrong: John explained to the class, "The marshmallow is the most important ingredient." during his report on how to make s'mores.

When copying ideas **word for word** from a primary or secondary source, quotation marks must be used. The following are examples of how to use quotations in academic writing.

APA

According to LaHaye, "Temperament is the combination of inborn traits that subconsciously affects all our behavior" (1992, p.2).*

*Notice that the punctuation comes after the citation instead of in the quotation marks. This is true of ALL formats.

In his book, *The Spirit-Controlled Temperament*, Tim LaHaye defines character as “the real you” (1992, p. 3).

“Character combines your temperament, training, moral values, beliefs, and habit patterns” (LaHaye, 1992, p. 3).

MLA

According to LaHaye, “Temperament is the combination of inborn traits that subconsciously affects all our behavior” (2).

In his book, *The Spirit-Controlled Temperament*, Tim LaHaye defines character as “the real you” (3).

“Character combines your temperament, training, moral values, beliefs, and habit patterns” (LaHaye 3).

Turabian

According to LaHaye, “Temperament is the combination of inborn traits that subconsciously affects all our behavior.”¹ (Please see footnote for explanation.)

In his book, *The Spirit-Controlled Temperament*, Tim LaHaye defines character as “the real you” (1992, 3).

“Character combines your temperament, training, moral values, beliefs, and habit patterns” (LaHaye, 1992, 3).

Block Quotes

Block quotes are longer quotes that do **not** use quotation marks. Each format has different rules regarding when and how to use block quotes. For more information, see the APA, MLA, and Turabian packets.

APA: Use block quotes when there are 40 or more words in the quote. Indent the quote half an inch and include the citation at the end of the quote, outside the punctuation.

MLA: Use block quotes when a quote is more than 4 lines. Indent the quote one inch and include the citation at the end of the quote outside the punctuation.

Turabian: Use block quotes when a quote is longer than 8 lines or if the quote needs to be emphasized or compared to another. Single space the quote, indent the quote half an inch, and include the citation at the end of the quote outside the punctuation or place the numeral for the footnote outside the punctuation.

¹ Remember that Turabian has the option of footnotes. Insert the numeral at the end of the clause that includes the quotation (this is not always the end of the sentence).