



Quotation Marks

Quotation marks are used to demonstrate that the words enclosed are not original to the writer but quoted from another source.

Quotation marks always appear in pairs.

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

Ex: “The man is so erudite...

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

Ex: ...and his son is even more intellectual.”

An open quote must always be followed by a closed quote.

Ex: “The man is so erudite, and his son is even more intellectual.”

Grammar rules for Quotation Marks

Punctuation marks always come before adjacent quotation marks.

Incorrect: Bob said “, I love you”.

Correct: Bob said, “I love you.”

Quotation marks are immediately next to the word inside the quotation, and there should be no space between the word and the quotation mark.

Incorrect: Jan said, “ I love you, too.”

Correct: Jan said, “I love you, too.”

A quote inside of another quote should be marked with single quotation marks (using the apostrophe key).

Incorrect: Bob said, “Mary said, “I hate you!” to John, and then she ran out the door.”

Correct: Bob said, “Mary said, ‘I hate you!’ to John, and then she ran out the door.”

A period should be used at the end of the sentence, (not necessarily) the end of the quote.

Incorrect: John explained to the class, “The marshmallow is the most important ingredient.”
during his report on how to make s’mores.

Correct: 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. Obviously, using one standalone word that the author of an article used does not automatically mean that the author must be quoted. Generally, a group of three or more words that come word for word from a source constitutes a quote and must be set off by quotation marks.

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.