
Punctuating Quotations

Write Site handout

Material inside of quotation marks is word for word from the source, in the same order the words appear in the source, with no words omitted.

Commas should be used after a “talking verb” such as “said,” “replied,” or “wrote” that introduces the quote. Commas should also be used in a quote sandwich that **continues the same sentence** after the speaker tag.

- “Take us to the movies,” she said, “and afterward, let’s go to dinner.”

Periods should be used in a quote sandwich that **continues with a complete sentence** after the speaker tag.

- “Take us to the movies,” she said.
“There’s a new one out I haven’t seen.”

No punctuation should be used when a quote seamlessly runs into the sentence without a talking verb.

- He explained the renovation would take “approximately eight weeks.”

There’s often confusion about where punctuation such as periods and commas should go when they’re presented as part of a quotation. However, students can resolve this dilemma with one simple rule (and one simple exception): In all cases **except when using parenthetical citation**, punctuation will appear **inside** the quotation marks.

Examples

Comma: “Let your soul stand cool and composed among a million universes,” Walt Whitman wrote.

Period: In “Song of the Open Road,” Walt Whitman writes, “Henceforth I ask not good fortune. I myself am good fortune.”

Question mark: “Have you learned the lessons only of those who admired you, and were tender with you, and stood aside for you? Have you not learned great lessons from those who braced themselves against you and disputed passage with you?” Walt Whitman points out.

When using parenthetical citation, punctuation will appear **outside** the quotation marks.

Examples

MLA: The command given in “Song of Myself” reads, “Let your soul stand cool and composed among a million universes” (Whitman 7).

APA: “Song of the Open Road” issues the declaration, “Henceforth I ask not good fortune. I myself am good fortune” (Whitman 21).



USE STYLES TO EASILY FORMAT YOUR
WORD DOCUMENTS IN NO TIME.

Hours

Website

Subtitle

HEADING 3

STREET ADDRESS, CITY, ST ZIP CODE

Telephone

Subtitle

HEADING 8

STREET ADDRESS, CITY, ST ZIP CODE

Telephone

HEADING 7

HEADING 2

HEADING 9

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

USE STYLES TO EASILY FORMAT YOUR
WORD DOCUMENTS IN NO TIME.

HEADING 7

HEADING 2

HEADING 9

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

ON THE HOME TAB OF THE RIBBON,
CHECK OUT STYLES

HEADING 7

HEADING 2

HEADING 9

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

HEADING 4

Heading 5

Heading 6

FIND EVEN MORE EASY-TO-USE TOOLS
ON THE INSERT TAB

Telephone

STREET ADDRESS, CITY, ST ZIP CODE
WEBSITE

WEBSITE