

Grammar Lesson 8 - Quotation

General Rules

1. Within your essay, if there exists speech from outside the narrative perspective, enclose it in a set of **double quotes**. (“”).
Example: “How did you do on your final?”, my roommate asked.
2. If there exists a quote within a quote, nest the second quote with **single quotes**.
Example: “He told me ‘Don’t go there’”, my brother said.

Long Direct Quotation:

1. When there exists a dialogue, enclose each excerpt in a set of quotations, insert a newline each time the speaker changes.
2. **If** any piece of a dialogue or quotation exceeds **four** lines, separate it from the essay into a separate block of text **with** quotations.

Direct Quotes:

1. A direct quotation needs to start with a capital letter.
2. **If** it is divided into two or more parts then the second part should start with the lower case letter.
3. Separate main clause from quotes with **commas**.
4. **Include** all punctuation/periods within the quotes.
5. Semicolons and colons are placed **outside** of the quotes.

Indirect Quotes:

Indirect quotes indicate/paraphrase what the speaker was saying, **not** exactly what he/she is saying.

1. **Do not** enclose indirect quotes in quotation marks.

General Usage of Double Quotes:

Other uses of double quotes include;

1. Titles of short stories, short poems, one-act plays, short films, songs, television episodes, essays, articles, and other short works.

Examples: "Hills Like White Elephants" is a story by Hemingway.

2. **Word Definitions**, whenever you define a word.

Example: The word accept means "to agree or receive favourably."

Quotation, Effective Writing Practice Tutorial, Northern Illinois University.