

Quotation Marks

Quotation marks enclose directly quoted text or spoken words.

- **Commas and ending periods ALWAYS go inside the final quotation mark.**
- **Question marks and exclamation points go inside if they are part of the quote.**

Ralph told his gym teacher, "I cannot run any faster without having a heart attack."

The gym teacher told Ralph that "you are just lazy!"

- Notice the lack of a comma when the quotation is introduced with the word *that*.

Leading physicians say that "exercise is necessary to maintain good health."

- Using the word *that* makes the quoted material part of your own sentence construction.

According to leading physicians, "Exercise is necessary to maintain good health."

"Exercise," leading physicians say, "is necessary to maintain good health."

- **Use brackets to interject your own words—such as an explanation—within quoted material.**

Health experts advise that we need "thirty minutes of brisk [up to the point of feeling winded] exercise" daily to maintain optimum fitness.

- **Use single quotation marks ONLY within another quote—when another quote is within your quoted material.**

The Mayo Clinic reports, "Hospital statistics show the effects of poor health habits, and, according to heart specialist Robert DiCardi, 'the majority of heart attack patients have heart disease brought on by lack of exercise.'" The Mayo Clinic goes on to state that "obesity due to lack of exercise and cigarette smoking are responsible for 20% of hospitalizations."

Practice: Introduce the quoted text and place quotation marks appropriately.

1. What does a President need to know, and what kind of temperament is required to lead the nation? (Jon Meacham, *Time* magazine)

2. The complexity of the police shootings is typically American, confounding the notion of a binary situation. (Joe Klein, *Newsweek* magazine)

3. Precise policy details are not as important as what historian Michael Beschloss identifies as "sound judgment, modesty, and the ability to seek solid expertise in making decisions," traits not seen as easily on the campaign trail. (Jon Meacham, *Time* magazine)
