

[MUSIC]

INSTRUCTOR: Quotation marks. Quotation marks are used to indicate direct quotations and to the titles of short works. Let's look at each of these situations. If you are directly quoting the words of another person, you should place those words in quotation marks. Maria said, "I'll be late for the meeting." The words inside the quotation marks are the exact words Maria used. If you have rephrased the person's original words, do not use quotation marks. Maria said that she would be late for the meeting. These are not Maria's exact words, so no quotation marks are used.

The titles of short works should be enclosed in quotation marks. Short works include newspaper and magazine articles, poems, short stories, and songs. Ross Eisenbrey's article, "It's Time to Update Overtime," made some interesting points. My grandfather liked to recite the poem "Casey at the Bat" each spring. Carlos chose to analyze the short story "The Hitchhiking Game" by Milan Kundera. The girls at the stoplight had the song "Fifteen" by Taylor Swift blaring on the stereo.

Note that the titles of longer works, such as newspapers, magazines, books, films, and albums should be in italics, not quotation marks. I changed my *New York Times* subscription from paper to digital. Barack Obama wrote *The Audacity of Hope* before he was elected president. *Avatar* is the highest grossing film of all time.

In academic and professional writing, using quotation marks when working with sources is an important step in avoiding plagiarism. In general, direct quotations are introduced with a comma. Kim Stanley Robinson states, "Humanity's existence on this earth is a long-term project." When a direct quotation is preceded by a full statement, it may be introduced with a colon. Kim Stanley Robinson's article about the 300 year process of terra-forming Mars into a habitable planet made a larger point: "Humanity's existence on this earth is a long-term project." Note that indirect quotations are not introduced with punctuation. Robinson's analysis of the potential for inhabiting Mars emphasizes the importance of sustainability on earth.

In general, periods and commas should be included before the ending quotation mark. My favorite Adele song is "Rolling in the Deep," but my roommate prefers "Turning Tables." If you are documenting a direct quotation in MLA style and you include a page number after the quotation, the period is included after the parenthetical page number. Lamson explains that a child needs clear direction: "Telling toddlers to be careful is just as abstract as asking them to contemplate infinity" (42).

Colons and semicolons that follow quoted material should be included outside of the quotation marks. Many people recognize Lincoln's "Gettysburg Address" from the beginning, "Four score and seven years ago"; however, Lincoln himself would be very surprised how very long the world has remembered what he said at that battlefield. When a direct quotation ends with an exclamation point or question mark, that mark should usually be included inside the quotation marks. For emphasis, Ellen Goodman misspells a word when she asks, "Treasure or trash? Who sez?" However, if the overall sentence surrounding the quotation is either an exclamation or a question, then the end punctuation should come outside of the quotation marks. Why do you think Hazlitt says, "The pleasure of hating eats into the heart of religion"?

Remember, using quotation marks and other punctuation correctly will make it clear to your readers when you are quoting others and when you are listing the titles of short works.