How to Use	Explanation	Example
Quote a phrase	Use quotation marks to show the reader the exact phrase being borrowed word-for-word from a source.	The city's mayor explained that the recent tornado "leveled entire neighborhoods but miraculously took no lives in its wake."
Direct quote at the end of a sentence	When a direct quote follows a statement and ends a sentence, it should be preceded by a comma and followed by a period, exclamation mark, or question mark.	Robert exclaimed, "I shouldn't be punished when I did nothing wrong!"
Direct quote at the beginning of a sentence	If a direct quote starts a sentence or is followed by a phrase, a comma should be placed at the end, before the closing quotation mark.	"Robert didn't do anything wrong," his brother calmly explained to their parents.
Partial quote in context	When part of a quote is woven into a sentence as an ordinary phrase, it does not need to be separated with additional punctuation.	The school's principal states that "fights and other conflicts have decreased since the new disciplinary policies have been in effect."
Full quote in context	When a full quote is used within a sentence, it must be introduced and is usually preceded or followed by a comma.	When asked about the recent spree of robberies, the police chief stated, "We have several leads on the criminals involved."
Setting off dialog	Dialog in a narrative is identified and set apart by being inserted between a set of quotation marks.	Sally asked her mother, "Can I go to the movies with my friends this weekend?" Her mother answered, "Only if you finish your chores before then."
Quote song titles	Use quotation marks, rather than italics or underlining, to identify the titles of songs.	"Hey Jude" by The Beatles
Quote short stories	Use quotation marks, rather than italics or underlining, to identify the titles of short stories.	"Fall of the House of Usher" by Edgar Allan Poe
Quote book chapters	Use quotation marks, rather than italics or underlining, to identify the titles of book chapters.	"The Boy Who Lived," chapter one of *Harry Potter and the Sorcerer's Stone*
Quote essays	Use quotation marks, rather than italics or underlining, to identify the titles of essays.	"An Essay on Dream" by Thomas Paine

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Quote articles in journals, magazines, and newspapers	Use quotation marks, rather than italics or underlining, to identify the titles of articles.	"No More Twinkies? Hostess Plans to Shut Down" by Emily Bryson York with the *Chicago Tribune*
Quote one-act plays	Use quotation marks, rather than italics or underlining, to identify the titles of short plays.	"The Battle of the Bards," by Theocritus
Quote TV episodes	Use quotation marks, rather than italics or underlining, to identify the titles of television episodes.	"Tooms," *The X-Files*
Periods with quotation marks	When a quoted phrase appears at the end of a sentence, the period always goes inside the quotation marks, not outside.	Julia just finished reading Poe's "Fall of the House of Usher."
Commas with quotation marks	When a comma comes at the end of a quotation, it is placed inside the quotation marks, not outside.	Edmund enjoyed reading "Fall of the House of Usher," and it quickly became one of his favorite short stories.
Question marks with quotation marks	A question mark goes outside of the end quotation mark unless the question mark is part of the quotation.	Has Alex ever read Thomas Paine's "An Essay on Dream"? **versus** Trisha asked, "Has Alex ever read that essay?"
Quotes within a quote	When quoting a source or short work inside of a set of double quotation marks, the single quotation mark should be used.	Dr. Smith told his students, "I expect you to finish reading Melville's 'Bartleby, The Scrivener' by class time on Monday."