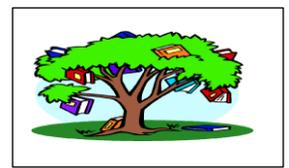


# Toward Better Literacy: Reference Outlines



## Quotations and Quotation Marks

- ✚ **Quotation marks** are mainly used to signal either speech or a quotation.

"I can't hear you," said the deaf man.  
Wasn't it Shakespeare who said, "All the world's a stage"?

- ✚ **Do not use** quotation marks for indirect quotations, paraphrases or block quotations. Use block quotation form in MLA when a quote is longer than 4 lines. (in APA more than 40 words.)

**Indirect quotation:** My mother told me that the dog barking next door kept her awake.

For **block quotations** in MLA format, indent one inch from the left margin (no indentation on the right) and single space the quote. An independent clause with a direct object ending with a colon (:) prefaces the quote:

A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation or none at all. If you quote only a single paragraph or part of one, do not indent the first line more than the rest. A parenthetical reference for a prose quotation set off from the text follows the last line of the quotation. The period comes before the parenthetical citation, not after. (94)

- ✚ Quotation marks set off the title of a **short story, poem, newspaper or magazine article**.

My favorite poem is "The Road Not Taken," by Robert Frost.

- ✚ Use quotation marks to indicate **skepticism, irony, sarcasm, or disapproval**.

Psychologists disagree on what is "normal" behavior for a sociopath.

- ✚ Place a question mark or exclamation point within closing quotation marks if the punctuation applies to the quotation itself. Place the punctuation outside the closing quotation marks if the punctuation applies to the whole sentence.

Phillip asked, "Do you need this book?"  
Does Dr. Lim always say to students, "You must work harder"?