

QUOTE CONSIDERATIONS

PARTIALS – Group of words, exactly as used

The senator vowed to use “every last bit” of the wasteful spending.

ORPHANS – One word, used by speaker in same context

The police chief called the bottle-throwing incident “deplorable.”

INTERNAL QUOTES – Someone quoting another

“She said, ‘I’m tired,’ before I put her to sleep,” John said.

PARAPHRASE – When the direct quote is not clear

TRANSITION TO QUOTE – Not exact replication but sets up quote:

Spears, the headliner, was not enthusiastic about her performance.

“I stunk at the VMAs,” Spears said.

New paragraph for transition and quote.

CONTINUED TO SECOND PARAGRAPH – no need for end quote at first graph

“I have written and my neighbors have written all the council member to say we want two services and are willing to pay for them.

“We just don’t understand what the holdup is,” Lostis said. “If a decision isn’t made soon, I plan to picket.”

PUNCTUATION, POSITIONING RULES

PUNCTUATION INSIDE QUOTES: periods, commas, question marks (part of quote)

OUTSIDE QUOTES: semicolons, colons, questions marks (part of quote)

ATTRIBUTION AT END OF QUOTE (best) or **MIDDLE.**

“I stunk at the VMAs,” Spears said.

“I stunk at the VMAs,” Spears said. “I should not have drank so much the night before.”

NOT: *Spears said, “I stunk at the VMAs.”*

NOUN AHEAD OF VERB – *“I stunk at the VMAs,” Spears said.* (Not “said Spears”)

UNLESS AWKWARD OTHERWISE– *said John Smith, father of Jimmy.* (Not “John Smith, father of Jimmy, said) (KEEP “SAID” AND “NAME” TOGETHER)

Other rules

- Don’t use quotes simply because they exist. Be selective.
- Mix direct and indirect quotes to avoid repetition and create variety.
- Do not correct quotes.
- Include context if present (a smile, a frown, a coffee or cigarette, other expression or action)
- When in doubt, leave it out.