PUNCTUATION–QUOTATION MARKS, PUNCTUATING AROUND QUOTATIONS AND THE ELLIPSIS

In any writing you do, you need to keep the reader in mind. To make your message easy to understand, use Quotations, punctuation around quotations and ellipses to help perfect and emphasise what you mean.

Name & Symbol	What it does
1. **Quotation Marks** [' ..'] or ["…"]	• Use quotation marks (inverted commas) to separate another person's spoken or written words from the rest of the sentence • Use quotation marks at both ends of a **direct quote** • If you use a direct quotation, you must also provide the **author, date and page number/s** (please consult your style guide) • Whether you use single or double quotation marks will depend on whether you follow the British or North American convention; please consult your style guide (APA; Harvard; Chicago; Vancouver, etc), or your library's contacts • If you use a quote that has a mistake (spelling, grammar or punctuation), use *[*sic*] to show the error is not yours [e.g. 'Participant misunderstanding were [*sic*] the most likely reason for…'] * please note, in APA style the word *sic* is italicized; the square brackets are not (check your style guide for appropriate format) • Quotation marks are not used for **long quotes** (>40 words); check your style guide (APA; Harvard; Chicago; Vancouver, etc.) for appropriate formatting

2. **Punctuating around Quotation Marks** [' '.] or ["."]	• When introducing a quotation, there are three options for punctuating (and all three are correct):
	   - As Yamashita argued, 'the case is clearly articulated' (2015, p.2). * This is the traditional method
	   - As Yamashita argued 'the case is clearly articulated' (2015, p.2). *This is the contemporary method
	   - As Yamashita argued: 'the case is clearly articulated' (2015, p.2). *This is a method seen more in the press; however, the colon would best be used to introduce a long quote
	• When breaking into a quote, users of Australian English mark the break by placing a comma outside the quotation [e.g. 'A life of pleasure', as proposed by Seligman, 'can be seen as maximizing positive emotions, and minimizing negative emotions'. (2002, p. X]. However, users of North American English place the comma inside the quotation marks [e.g. 'A life of pleasure,' as proposed by Seligman, 'can be seen as maximizing positive emotions, and minimizing negative emotions.'(2002, p. X].
	* NB: words in a direct quotation are reproduced exactly as spelled in the original.
	• In general, when the punctuation relates to the quoted words, it goes inside the quotation marks; when it relates to the sentence, it goes outside. However,

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	- when punctuating around quotations, users of North American English usually place periods and commas inside the quotation [e.g. "Land snails engage in various types of courting rituals to attract mates."] - Where they are not part of the quoted material, users of the North American style usually place all other punctuation (colons, semi-colons, question and exclamation marks) outside the quotation marks • In British English, the punctuation is usually placed outside (e.g. 'sexual maturity is variable from 6 weeks to 5 years, depending on species of snail'.]. However, if quoting a complete sentence, users of British English place the punctuation inside the quotation marks (e.g. 'After reaching maturity, both female and hermaphrodite snails lay eggs.' • When quoting only a fragment of speech, punctuation is placed outside the quotation marks • Please consult your style guide (APA; Harvard; Chicago; Vancouver, MLA, etc.) for style-specific guidance • If you are unsure about what to do, a librarian will be available to assist you
3. The Ellipsis […]	• The Elipsis is a series of three dots (…) to indicate the omission of a word or series of words • In creative writing or journalism you can use the ellipsis to express hesitation, a change of mood, suspense or allow a thought to fade away (leaving something unsaid) • The ellipsis is most useful when you are working with quoted material. Essentially, you are letting the reader know you are intentionally leaving some words out of a quote (but you are not altering the author's intended meaning) [e.g. *full quotation:* 'Maya Angelou knew why the caged bird sings, because, as a young girl, she was that caged bird'. *with text omitted:* 'Maya Angelou knew why the caged bird sings … she was that caged bird'.] • NB. If the omitted text crosses sentences, four dots (a period and three dots) are used to show that the missing text occurs after the end of one sentence and at the beginning of the next sentence (in this case, do not leave a space between the last word and the first dot) [e.g. 'Through its Admissions Policy, JCU endeavours to ensure students are prepared for the language and numeracy demands required to participate successfully in their chosen course of study…. the university recognises the value of cultural and linguistic diversity as well as specialist language use within the disciplines.'

Useful links

Style guides:
APA Style: http://www.apastyle.org/search.aspx?query=Punctuation

Harvard Style Manual: http://writingcenter.fas.harvard.edu/pages/tips-grammar-punctuation-and-style

MLA Style: http://writing.wisc.edu/Handbook/GramPunct.html

The Chicago Manual of Style:

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http://www.chicagomanualofstyle.org/qanda/data/faq/topics/Punctuation.html

Other Punctuation Guides:

The University of Western Australia: http://guides.is.uwa.edu.au/

Curtin University: http://libguides.library.curtin.edu.au/c.php?g=202308&p=1332771

The University of Auckland:
 http://www.library.auckland.ac.nz/subject-guides/med/setref-vancouver.htm#additional

Other links:

Purdue Online Writing Lab: https://owl.english.purdue.edu/owl/section/2/
The Punctuation Guide: http://www.thepunctuationguide.com/apostrophe.html#possessives

The Writer's Handbook: https://writing.wisc.edu/Handbook/index.html

Pearson Education Online Handbook:
http://wps.ablongman.com/long_longman_ohb_1/27/7023/1797996.cw/index.html

References

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