

## Chapter 22

# Italics and Quotation Marks

## ITALICS

Italics are printed letters that lean to the right, *like this*. When you write or type, you indicate italics by underlining the words you want italicized. If your composition were to be printed, the typesetter would set the underlined words in italics. For example, if you type

Daniel Defoe wrote Robinson Crusoe.

the sentence would be printed like this:

Daniel Defoe wrote *Robinson Crusoe*.

**22a. Use underlining (Italics) for titles of books, plays, movies, periodicals, works of art, long musical compositions, ships, and so on.**

### EXAMPLES

Great Expectations [a novel]

Romeo and Juliet [a book-length play]

St. Louis Post-Dispatch [a newspaper]

Reader's Digest [a magazine]

Madame Butterfly [an opera]

Haydn's Surprise Symphony [a long musical composition]

Venus de Milo [a statue]

Flying Cloud [a ship]

Spirit of St. Louis [a plane]

The words *a. an.* and *the.* written before a title, are italicized only when they are part of the title. Before the names of newspapers and magazines, however, they are not italicized, even if they are capitalized on the front page of the newspaper or on the cover of the magazine.

### EXAMPLES

I am reading Pearl Buck's *The Good Earth*.

In the museum we saw Edmonia Lewis' statue *The Death of Cleopatra*.

My parents subscribe to the *Wall Street Journal* and the *Atlantic*.

Magazine articles, chapter headings, and titles of short poems, short stories, and short musical compositions, when referred to in a composition, should be placed in quotation marks, not italicized.

**22b. Use underlining (italics) for words, letters, and figures referred**

## to as such and for foreign words.

### EXAMPLES

The word existence has three e's.

Because my Z looked like a 2, I lost five points on the-math test.

Is your knowledge of foreign expressions limited to faux pas and bon voyage?

**EXERCISE 1.** List on your paper all words and word groups in the following sentences which should be italicized; underline each. Before each word or word group, write the number of the sentence in which it appears.

1. Christopher Columbus and his crew sailed on three ships: the Santa Maria, the Niña, and the Pinta.
2. Some foreign phrases, like faux pas and qui vive, can often express ideas more clearly than English words can.
3. I just got back my book report on Charlotte Bronte's novel, Jane Eyre.
4. The margin is full of red ink saying that William Penn's last name has two n's, that the word bland does not adequately describe the author's style, and that I should always cross my t's and dot my i's.
5. After her long lecture Mrs. Reece asked me to comment on Bach's beautiful Brandenburg Concertos and Mozart's opera The Marriage of Figaro.
6. Since I was reading an article in the March issue of the Reader's Digest, I did not hear her lecture on musicians.
7. I had, however, just learned two new words, reverberate and venerable; therefore, I solemnly answered, "Their venerable melodies have reverberated through the centuries."
8. Upon hearing my learned comment, Consuela, who had been reading the Chicago Tribune, dropped her newspaper in amazement.
9. Stunned by my reply, Mrs. Reece began to stammer something about Michelangelo and the beauties of his works of art, such as his Kneeling Angel and his David.
10. After the bell had rung, she told us to become familiar with such books as Lives of the Composers and Art Through the Ages.

## QUOTATION MARKS

When writing a composition, you may wish to report the exact words of a conversation, to copy a passage from a book, or to refer to the title of a

song or magazine article. You should, therefore, learn how to use quotation marks correctly.

### 22c. Use quotation marks to enclose a direct quotation – a person’s exact words.

**EXAMPLES** Gwen said, “The last feature has started.”  
“Let’s go for a swim,” suggested Sue.

Do not use quotation marks for *indirect* quotations.

**DIRECT QUOTATION** Jacqueline said, “I am going to Trenton on Saturday.”  
[the speaker’s exact words]

**INDIRECT QUOTATION** Jacqueline said that she was going to Trenton on Saturday. [not the speaker’s exact words]

*Caution:* Be sure to place quotation marks at both the beginning and the end of a direct quotation.

**INCORRECT** She whispered, “Please don’t tell the coach.

**CORRECT** She whispered, “Please don’t tell the coach.”

### 22d. A direct quotation begins with a capital letter.

**EXAMPLE** According to Albert Einstein, “**I**magination is more important than knowledge.”  
Miss March said, “**A**ll of Unit 7 and the first chapter in Unit 8.” [Although this is not a sentence, it is apparently Miss March’s complete remark.]

**EXCEPTION** If the direct quotation is obviously a fragment, it may begin with a small letter.

**EXAMPLE** Are our ideals, as Scott says, mere “statues of snow” that soon melt? [The quotation is obviously only a part of Scott’s remark.]

### 22e. When a quoted sentence is divided into two parts by an interrupting expression such as *he said* or *Mother asked*, the second part begins with a small letter.

**EXAMPLES** “I believe,” she said, “that Franny is telling only part of the truth.”  
“I’m sorry,” I replied, “but I can’t possibly go to your party.”

If the second part of the quotation is a new sentence, a period (not a comma) follows the interrupting expression; and the second part begins with a capital letter.

**EXAMPLE** “A folk ballad usually has many stanzas,” explained the teacher. “Each stanza has four lines.”

*Caution:* Remember that an interrupting expression is not a part of a quotation and therefore should not be inside quotation marks.

**INCORRECT** “Please don’t tell me, I said, how the movie ends.”

**CORRECT** “Please don’t tell me,” I said, “how the movie ends.” [Two pairs of quotation marks are needed for the broken quotation.]

When two or more sentences are quoted together, use only one set of quotation marks.

**INCORRECT** Joseph said, “In the spring I like to work in the yard.” “I hate to wash windows and mop floors.”

**CORRECT** Joseph said, “In the spring I like to work in the yard. I hate to wash windows and mop floors.”

## 22f. A direct quotation is set off from the rest of the sentence by commas or by a question mark or exclamation point.

**EXAMPLES** Margaret announced, “I really must be going,” then stayed for another hour. The crowd yelled, “Hold that line!” as the visiting team threatened to score.

## 22g. Other marks of punctuation when used with quotation marks are placed according to the following rules:

(1) Commas and periods are always placed inside closing quotation marks.

**EXAMPLES** “I haven’t seen the movie,” remarked Jeannette, “but I understand it’s excellent. “ As I feared, Mr. Watkins announced, “Close your books for a pop quiz.”  
He read aloud “Ode to the End of Summer,” a poem by Phyllis McGinley.

(2) Colons and semicolons are always placed outside closing quotation marks.

**EXAMPLES**

Socrates once said, “As for me, all I know is that I know nothing”; I wonder why everyone thinks he was such a wise man.

The following actresses were cited for “best performance in a leading role”: Sally Fields, Bette Midler, Marsha Mason, Jane Fonda, and Jill Clayburgh.

(3) Question marks and exclamation points are placed inside the closing quotation marks if the quotation is a question or an exclamation; otherwise, they are placed outside.

**EXAMPLES**

“Is the pain unbearable?” the dentist asked as I squirmed and grunted. “Not yet!” I exclaimed. “But it could be after you start drilling!”

Is his motto still, “Stay in the game and pitch”?

How I laughed when he called me a “budding genius”!

**EXERCISE 2.** Number your paper 1-10. If a sentence below contains an indirect quotation, change it to a direct quotation, correctly punctuated. If a sentence contains a direct quotation, change it to an indirect quotation, correctly punctuated.

**EXAMPLES**

1. Mr. Anderson said that he would pay me well.

1. *Mr. Anderson said, “I will pay you well.”*

2. “What’s the trouble?” she asked.

2. *She asked what the trouble was.*

1. My brother said that he would miss the rehearsal.
2. “What is your excuse?” asked the principal.
3. “Sam,” asked Claudette, “why aren’t you playing football this year?”
4. The thief finally admitted stealing the furs.
5. I told my parents that I needed fifteen dollars.
6. “How is it possible?” asked my teacher.
7. Sharon yelled that the score was tied again.
8. Granddad says two rings around the moon mean rain within two days.
9. Ellen said she thought she could win.
10. “That,” Ms. Turner confessed facetiously, “is the first mistake I’ve made in ten years.”

22h. When you write dialogue (two or more persons having a conversation), begin a new paragraph every time the speaker changes.

**EXAMPLE**

“You have just come down?” said Mr. Drummle, edging me a little away with his shoulder.

“Yes,” said I, edging *him* a little away with *my* shoulder.

“Beastly place,” said Drummle. “Your part of the country, I think?”

“Yes,” I assented. “I am told it’s very like your Shropshire.”

“Not in the least like it,” said Drummle.<sup>1</sup>

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<sup>1</sup> From *Great Expectations* by Charles Dickens.

**EXERCISE 3.** Write a page of dialogue that will show your ability to use quotation marks correctly. Perhaps you would like to retell a favorite anecdote in your own words and let the dialogue of the speakers carry the action forward. Better still, report the exact words of a real conversation that will entertain your classmates. You can get ideas for interesting dialogues if you will remember definite situations -for example, arguing about a play on the baseball diamond, apologizing for a social blunder, trying to make an escape from a determined salesperson, or mistaking a stranger for an old friend.

22i. When a quoted passage consists of more than one paragraph, put quotation marks at the beginning of each paragraph and at the end of the entire passage. Do not put quotation marks after any paragraph but the last.

**EXAMPLE**

“At nine o’clock this morning,” said the newscaster, “someone entered the Mill Bank by the back entrance, broke through two thick steel doors guarding the bank’s vault, and escaped with sixteen bars of gold.

“No arrests have been made, but state police are confident the case will be solved within a few days.”

• **NOTE** A long passage (not dialogue) from a book or other printed source is often set off from the rest of the text so as to be easily recognizable as quoted matter. The entire passage may be indented; in printed matter it may be set in small type; and in typewritten copy it may be single-spaced

instead of double-spaced. When a passage taken from another source has been identified by one of these devices, no quotation marks are necessary.

## 22j. Use single quotation marks to enclose a quotation within a quotation.

EXAMPLES Exasperated, Joanne reported, “Then she remarked innocently,

‘I was only trying to help.’”

Mrs. Hull answered, “The phrase ‘Injustice anywhere is a threat to justice everywhere’ is from one of Martin Luther King’s letters.”

“Why did you shout ‘ouch!’?” I asked. “Did you hear me ask

‘Where’s the money?’” she inquired.

**EXERCISE 4.** Write eight sentences of your own, as instructed below.

Check over your sentences to make sure quotation marks are correctly placed.

1. Two quoted sentences, each interrupted by an expression such as she said
2. One sentence containing a quoted fragment or part of a sentence
3. Two sentences, each containing an indirect quotation
4. One sentence containing a quoted question
5. One interrogatory sentence ending with a quotation that is not a question
6. One sentence containing a quotation within a quotation

**REVIEW EXERCISE A.** Rewrite each of the following short passages, inserting quotation marks where necessary. Remember to begin a new paragraph each time the speaker changes.

### 1

Race-car driver Janet Guthrie, said Chet, reading from his notes, is a trained physicist who has spent many years working in an important job for an aircraft corporation.

### 2

I interviewed the next great movie star for my entertainment column, said George. Who is it? I asked. My sister, George replied. She is taking acting lessons at night and on weekends. With such dedication, I replied, you may be right about her future as a movie star.

### 3

Who shot that ball? Coach Larsen wanted to know. I did, came the reply

from the small, frail-looking player. Good shot, the coach informed him, but always remember to follow your shot to the basket. I tried but I was screened, said the player.

#### 4

The *Brownsville Beacon*, the editorial began, will never support a candidate who tells the taxpayers, Vote for me and I will cut taxes. The reason is simple. Taxes, just like everything else in this inflationary society, must increase. Any candidate who thinks otherwise is either a fool or a liar.

### 22k. Use quotation marks to enclose titles of articles, short stories, poems, songs, chapters, and other parts of books or periodicals.

#### EXAMPLES

Review Chapter 24, "Your Inborn Behavior."

The title of the article, "What Every Adolescent Should Know," caught my attention.

I have not read "More Alarms by Night," though I have read many other short stories by James Thurber.

Do you really think that "Medusa" is Louise Bogan's best poem?

Mom was singing "On Top of Old Smoky."

Remember that long, book-length poems and long musical compositions are italicized, not quoted.

#### EXAMPLES

She assigned Chapter VIII, "The Food You Need," beginning on page 125 of *Your Health and Safety*.

Have you read the short story called "The Ambitious Guest" in Nathaniel Hawthorne's book *Twice-Told Tales*?

"Figures -Freckles-Foresight," an article in *Good Housekeeping*, is interesting.

You may wonder how to decide whether to italicize a title or to put it in quotation marks. In general, you italicize the title of a book-length poem, one long enough to be published in a separate volume. Such poems are usually divided into titled or numbered sections -cantos, parts, books, etc. Examples are Milton's *Paradise Lost*, Tennyson's *Idylls of the King*, and Lowell's *Life Studies*.

Long musical compositions, the titles of which should be italicized, include



operas, symphonies, ballets, oratorios, and concertos.

EXAMPLES In my report on Samuel Taylor Coleridge, I plan to quote from *Lyrical Ballads*, from Part VII of *The Rime of the Ancient Mariner*, and from the second stanza of "Kubla Khan."  
Mr. Hurley sang "The Last Rose of Summer" from the opera *Martha*.  
My favorite song is "Tonight" from *West Side Story*.

**REVIEW EXERCISE B.** Copy the following, correctly using italics and quotation marks.

1. At the party Ellen sang Tomorrow from the Broadway musical Annie.
2. The Latin term *summa cum laude* appeared on the valedictorian's diploma.
3. I have never seen the opera Carmen, said Joanna, but I have often heard the Toreador Song.
4. After reading Welty's story A Worn Path, I wrote an essay entitled Phoenix Rises; but at one point I omitted the O in the word Phoenix.
5. My favorite story by Arthur Conan Doyle is The Adventure of the Dying Detective, which is included in the anthology The Complete Sherlock Holmes.
6. The San Francisco Chronicle, in reviewing the ballet Swan Lake, stated, Last night's performance was the highlight of the season.
7. Have you ever seen the play Waiting for Godot? asked Marian. If not, you should certainly see the production by the senior class next Friday in the school auditorium.
8. Mr. Meyers announced, Since you students did so well in today's discussion of Shakespeare's Henry V, I will assign no homework. Needless to say, this news delighted me.
9. Oh, look! exclaimed Jean as we looked through the old magazines. This 1963 issue of Life has an article entitled Loch Ness Secret Solved.
10. Miss Charles asked, What did the Nurse mean when she exclaimed, Ah, welladay!?

**REVIEW EXERCISE C.** This exercise covers all marks of punctuation that you have studied so far. Copy and correctly punctuate the following sentences.

1. In 1831 a man named Michael Faraday my history teacher began experimented with a magnet and a copper disk

2. Oh I read about Faraday in the book You and Science Helen said
3. Faraday's important discovery continued Mr McCall is described in yesterday's assignment
4. I then remembered the chapter entitled Science Is Applied to Industry and Agriculture
5. Was it Michael Faraday who wrote I have at last succeeded in magnetizing and electrifying a ray of light
6. When I said that Faraday turned magnetism into electricity Mr McCall exclaimed Good for you Stephanie
7. I thought sir Ada interrupted that Faraday invented the radio
8. The radio in 1831 Helen asked in astonishment
9. No the radio came in the early twentieth century Mr McCall went on Ada Faraday's linking of light and electricity did lead to the radio Faraday however invented the dynamo not the radio
10. Although it's true that a dynamo is a universally recognized symbol of power Mr McCall concluded I quote exact words from your textbook The dynamo does not itself create power but changes the power of heat or falling water into electricity