

## QUOTATION MARKS

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Quotation marks serve to indicate spoken dialog and to acknowledge specifically reproduced material.



When other marks of punctuation are used with quotation marks, the following practices should be observed:

- (1) A *question mark* or an *exclamation point* is placed *inside* the final quotation mark *if it is part of the quotation*, *outside* if it is part of the sentence that includes the quoted material.



- (2) *Commas* and *periods* are always placed *inside* the closing quotation marks.



- (3) *Semicolons* and *colons* are always placed *outside* the closing quotation marks.

