

2.7 Quotation marks

Normal departmental style is to place:

- commas and periods inside quotation marks;
- semicolons and colons outside quotation marks; and
- question marks, exclamation points and dashes inside the quotation marks when they apply to the quotation only.

Note: There are two forms of quotation marks, straight and curly (or “smart quotes”). Whenever possible, curly quotes should be used. Whichever form you use, be consistent throughout.

Enclose the title of an article, poem, television show, song or chapter of a book cited in the text with quotation marks.

Enclose a coined term, colloquialism, new technical term or an old term used in an unusual context with quotation marks; also set off words or letters that would be ambiguous without quotation marks. However, be careful not to pepper your text with a lot of unnecessary quotation marks that will annoy readers.

Please place an “x” by the answer you believe is correct.

Single quotation marks are used to enclose quoted material within larger quotations set off by double quotes.

According to the strategist, “The article ‘In Praise of Diplomats’ had its facts right.”

2.8 Apostrophe

The apostrophe shows:

- possession (replacing the preposition “of” used with a noun or any word acting as a noun) and
- omission of letters in a word or phrase (e.g. the contraction “can’t”).

Its = possessive pronoun (its name is based on...)
It’s = it is (it’s departmental style to...)

Possessives

Use an apostrophe to indicate possession before adding an “s” to words that do not end in “s.”