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| 1. Introduce the quote with a complete sentence and a colon. | Example:  In the show, *The Big Bang Theory,* Sheldon Cooper creates his own version of the game Rock-Paper-Scissors: “Scissors cuts paper, paper covers rock, rock crushes lizard, lizard poisons Spock, Spock smashes scissors, scissors decapitates lizard, lizard eats paper, paper disproves Spock, Spock vaporizes rock, and as it always has, rock crushes scissors.” |
| 2. Use an introductory or explanatory phrase, but not a complete sentence, and separate the quote from the phrase using a comma. | Example:  Sheldon Cooper says, “Scissors cuts paper, paper covers rock, rock crushes lizard, lizard poisons Spock, Spock smashes scissors, scissors decapitates lizard, lizard eats paper, paper disproves Spock, Spock vaporizes rock, and as it always has, rock crushes scissors.” |
| 3. Make the quotation a part of your own sentence without any punctuation between your words and the words that you are quoting. | Example:  In, *The Big Bang Theory*, Sheldon Cooper states that “Scissors cuts paper, paper covers rock, rock crushes lizard, lizard poisons Spock, Spock smashes scissors, scissors decapitates lizard, lizard eats paper, paper disproves Spock, Spock vaporizes rock, and as it always has, rock crushes scissors.” |
| 4. Use short quotations (only a few words) as part of your own sentence. | Sheldon Cooper explains that “lizard poisons Spock” in his version of Rock-Paper-Scissors. |

**The Do’s and Dont’s**

**Do:** Use commas or colons to incorporate quotations into a sentence.

**Don’t:** Do not use a semicolon (;) to introduce a quote.

**Do:** Your punctuation, at the end of the quote, should be placed inside the quotation marks. Example: Harry said, “Hi Sally, it’s nice to meet you.” ← Notice how the period is INSIDE the quotation marks.