

Quotation Marks

Use **double quotation** marks for

- quotations of less than 40 words
- the title of a chapter or journal article (e.g., Mitchell's (2012) article, "Participation in Early Childhood Education ..."). **NB.** Titles of books and periodicals/journals are not placed within quotation marks but are italicised
- coined expressions or labels at the first occurrence only (e.g., ... the "outside" group...)
- transcription of speech (e.g., She said, "They helped me understand.")

Use **single quotation** marks when including a quotation in your assignment where the author has already encased a phrase in double quotation marks. Convert their double quotation marks to single quotation marks and use double quotation marks around the entire quotation.

Exception: Where the quotation is 40 or more words double quotation marks are not required. Retain the use of double quotation marks as used by the author.

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