

## Quote Integration

### Use a colon after a complete sentence to introduce a quote.

- In his autobiography, *Life*, Keith Richards explains how playing a five-string guitar with an open-G tuning limits the notes he is capable of playing: “An ‘open tuning’ simply means the guitar is pretuned to a ready-made major chord. The majesty of the five-string open G tuning for electric guitar is that you’ve only got three notes—the other two are repetitions of each other an octave apart. It’s tuned GDGBD.”

**\*Note** that in American English, a quote begins and ends with double quotation marks, and quotes-within-quotes receive single quote marks:

- In his autobiography, *Life*, Keith Richards explains how playing a five-string guitar with an open-G tuning limits the notes he is capable of playing: “An ‘**open tuning**’ simply means the guitar is pretuned to a ready-made major chord. The majesty of the five-string open G tuning for electric guitar is that you’ve only got three notes—the other two are repetitions of each other an octave apart. It’s tuned GDGBD.”

### Use a comma to introduce a quote after an introductory or explanatory phrase.

- In his autobiography, *Life*, Keith Richards explains, “An ‘open tuning’ simply means the guitar is pretuned to a ready-made major chord. The majesty of the five-string open G tuning for electric guitar is that you’ve only got three notes—the other two are repetitions of each other an octave apart. It’s tuned GDGBD.”

**\*Note** that if the quote does begin with a capital letter in this situation, you should bracket the first letter and make it a capital because you are introducing that quote, and, as such, it stands on its own:

- In his autobiography, *Life*, Keith Richards explains, “[**A**]n ‘open tuning’ simply means the guitar is pretuned to a ready-made major chord. The majesty of the five-string open G tuning for electric guitar is that you’ve only got three notes—the other two are repetitions of each other an octave apart. It’s tuned GDGBD.”

### Do not use any punctuation when you make the quote part of your sentence.

- In his autobiography, *Life*, Keith Richards explains that “[a]n ‘open tuning’ simply means the guitar is pretuned to a ready-made major chord,” and “the majesty of the five-string open G tuning for electric guitar is that you’ve only got three notes—the other two are repetitions of each other an octave apart. It’s tuned GDGBD.”

**\*Note** that, as in the above example, if the quote does not begin with a lowercase letter in this situation, you should bracket that first letter and make it a lowercase because the quote is now part of your sentence.

### One should use only two punctuation marks to introduce quotes: the colon and comma. Semicolons are not for introducing quotes.