



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.