## **Section 7: Punctuation**

# **Approved October 8, 2019**

[Revised Symbols List for quotes and apostrophe:] opening double quotation mark . . " closing double quotation mark 11 two-cell opening double quotation mark ″ two-cell closing double quotation mark opening single quotation mark closing single quotation mark left-pointing double angle quotation mark **«** right-pointing double angle quotation mark **>>** . . . . 11 nondirectional double quotation mark nondirectional single quotation mark

# 7.6 Quotation marks, apostrophe

*Note:* Print quotation marks and apostrophes may be curly, slanted or straight. In most cases, the specific form of the print quotation mark or of the apostrophe has no significance.

*Refer to:* 3.11 and 3.15 for the use of the apostrophe and the nondirectional quotes used as prime signs.

apostrophe

*Refer to:* 13.5 and 13.6 for the use of quotation marks in foreign language material. [not yet updated]

# Double quotation marks :: ::

7.6.1 Use one-cell quotation marks : and : for double quotation marks in the print text.

*Refer to:* 7.6.7 through 7.6.9 for situations that are ambiguous.

## Examples:

"Why is that?" he asked.

```
the play "Hamlet"
```

```
"yes"es and "no"s
```

# Single quotation marks :: :: :::

7.6.2 Use single quotation marks in the print text.

*Refer to:* 7.6.10 for situations that are ambiguous.

### Examples:

```
'Why is that?' he asked.
```

```
the play 'Hamlet'

mother-'in-law'

note silent letters in n-i-'g-h'-t
```

## **Outer and inner quotation marks**

7.6.3 Follow print for outer and inner quotation marks.

# Examples:

```
'Sing "Happy Birthday",' he said.
```

She said, "Read 'Peter Rabbit' again."

'Very tasty,' he said. "If you like garlic," he thought.

7.6.4 It is permissible for the assignment of the double and single quotation marks throughout a print text to be exchanged. Explain this change in a transcriber's note.

### Example:

'Sing "Happy Birthday",' he said. [single quotes for outer quotes and double quotes for inner quotes in print]

## Nondirectional quotation marks :: ::

- 7.6.5 Use braille nondirectional double or single quotation marks, . . : or , for print quotation marks without any slant or curl to convey "opening" or "closing" only in the following relatively rare cases:
  - when such symbols are distinguished from directional symbols (as in a discourse on typography)
  - when the symbols are clearly intended (as in an ASCII listing or a programming language)
  - when there is no way to infer directionality from context.

Otherwise follow the provisions of 7.6.1 through 7.6.4 above.

Refer to: 7.6.10 for situations that are ambiguous.

## Examples:

'https://www.example.com/query?item='bobs-internal-folder'.'

"Is she correct in saying our regex pattern would be ""?+[a-zA-Z]"?'?"

But:

## **Apostrophe** ::

7.6.6 Use • for the apostrophe.

*Note:* Print most often uses the same sign for the apostrophe as for the right single quote or for the nondirectional single quote. In braille it is preferred that the apostrophe be distinguished from the quotes.

### Examples:

```
don't Jones' Jones' the '90s the '90s "Tis late."
```

### **Avoiding ambiguity**

*Note:* When the form of the quotation mark must be changed to avoid ambiguity, as in 7.6.7 and 7.6.8 below, the change is made only in the specific situation as required and not throughout the whole text.

7.6.7 To be read as a quote, the opening double quotation mark :. must appear at the beginning of the word as defined in 2.6.2. When the opening double quotation mark appears in a position other than at the beginning of the word, it will be read as a question mark. To avoid ambiguity in such a situation, use the two-cell opening double quotation mark :: instead. Use the two-cell closing double quotation mark :: for the corresponding closing double quote, if there is such a corresponding quote and it is practical to identify it.

# Examples:

```
Franc"e"s or Franc"i"s
```

\"Remember those backslashes\" [snippet from a computer program]

7.6.8 In the rare instance when a double quotation mark is "standing alone" (as defined in 2.6), it will be read as a wordsign: the opening double quotation mark : will be read as "his" and the closing double quotation mark : will be read as "was". Avoid ambiguity by using the two-cell double quotation marks : and : for the double quote which is "standing alone" and for the corresponding opening or closing double quote, if there is such a corresponding quote and it is practical to identify it.

#### Examples:

```
(" ... that is the question.")

("To be or not ... ")

Young writers may forget the " at the end of a quote.
```

7.6.9 When an opening double quotation mark is is immediately preceded by a grade 1 indicator, it will be read as a question mark. Avoid ambiguity by placing the opening double quotation mark before rather than after the grade 1 indicator.

#### Example:

Spell "W-a-l-k" so the dog stays calm.

7.6.10 In the rare instance when the following quotation marks are "standing alone" (as defined in 2.6), they will be read as wordsigns: the opening single quote : . : will be read as "His", the closing single quote : : will be read as "Was" and the nondirectional double quote

will be read as "Were". To avoid ambiguity, use a grade 1 indicator.

### Examples:

```
(' ... that is the question.')

('To be or not ... ')

Young writers may forget the ' at the end of a quote.

Use the " to enclose your string literals.
```

## Double angle quotation marks ::::

7.6.11 Follow print for the use of double angle quotation marks.

### Examples:

```
"Where are you from?"

«jIyajbe'» (I don't understand.) [Print uses double angle quotation marks to indicate Klingon.]
```

#### **Translation software**

«... in accordance with ...»

7.6.12 It is recommended that translation software give users the option of assigning which print quotes, double or single, are represented by the one-cell braille quotes : and : and likewise which are represented by the dot-6 two-cell braille quotes : and : : and : ::

- 7.6.13 It is recognized that print may not adequately distinguish between a single quote and an apostrophe and consequently, without the intervention of a professional transcriber, the translation of these marks cannot be wholly automated with complete accuracy. If no better option is available, it is permissible to make the distinction based on the provisions of 7.6.14 and 7.6.15 below.
- 7.6.14 It is recommended that, for purposes of translation software, a dictionary be developed listing the common words beginning or ending with an apostrophe, e.g. 'tis, nothin'. This dictionary can be checked by the software and the sign for the apostrophe used when a match is found.
- 7.6.15 The distinction between a single quote and an apostrophe may be made by translation software according to the presence or absence of letter(s) on either side of the mark as follows:
  - If the mark occurs mid-word between letters (i.e. it does not meet the condition of "standing alone" on the left or the right as defined in 2.6), then treat it as an apostrophe. This applies whether the letters are lowercase or uppercase.
  - If the mark occurs at the beginning of a word (i.e. it meets the condition of "standing alone" on the left but not on the right, as defined in 2.6.2), then treat it as an opening single quote.
  - In all other contexts, treat the mark as a closing single quote.