

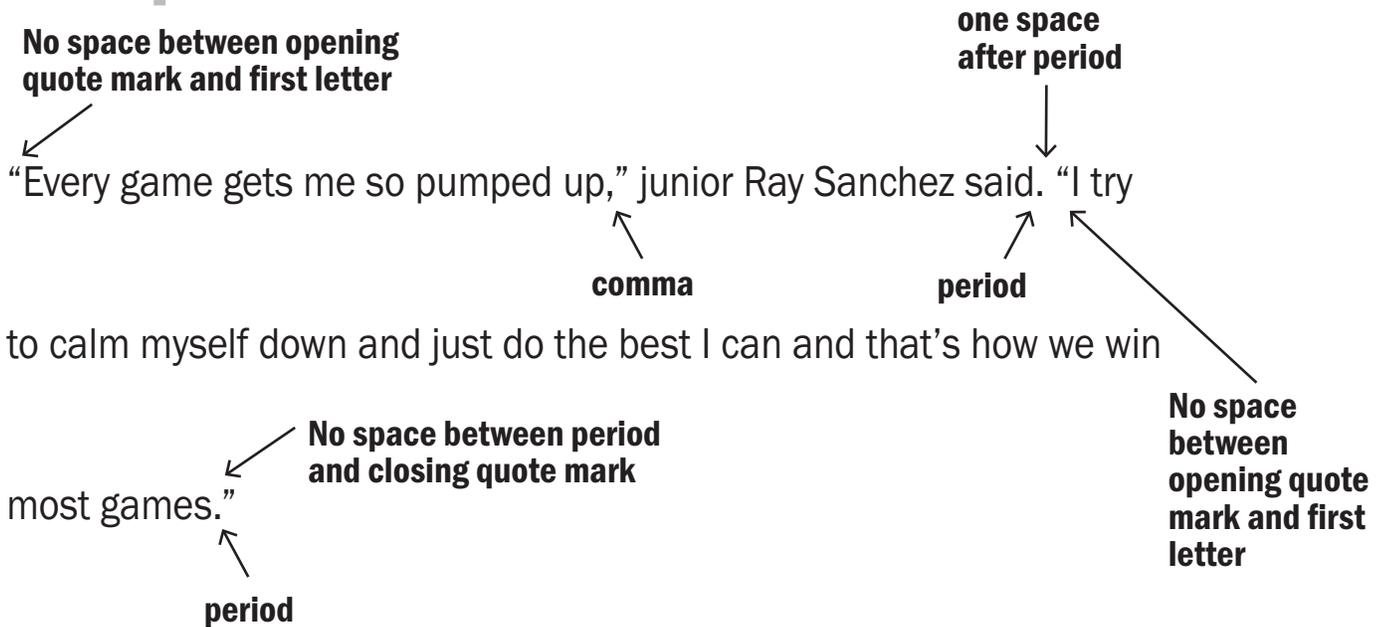
# how to properly write quotes

Once you've done the interviews, you'll pick the best quotes to become the heart of your story. But, it's also important to attribute quotes properly.

## format

"Start with open quote marks, no space, then first sentence, comma, closed quote marks," title first name last name said. "Make sure to use only one space after periods. Start second sentence of quote, NO space between the start of quote and quote mark. Have a period at end of the quote, then closing quote mark."

## example



## attribution

### first reference

junior Ray Sanchez said.  
↑                    ↑                    ↑  
**grade    first & last name    said**

### second & future references

Sanchez said OR he said.  
↑  
**last name only**

### Avoid

said Sanchez  
Sanchez says  
Ray said  
Ray says