

Section 7: Punctuation

Approved October 8, 2019

[Revised Symbols List for quotes and apostrophe:]

⠠	“	opening double quotation mark
⠨	”	closing double quotation mark
⠠⠠	“	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
⠠⠠	"	nondirectional double quotation mark
⠠	'	nondirectional single quotation mark
⠠	'	apostrophe

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.

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"

⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

- 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.