

## Punctuating Titles: When to Use *Italics*, Underlining, and "Quotation Marks."

It's easy for students to forget that different types of titles require different typographical features. It is even harder to remember which type of title requires which type of punctuation. Despair not! If you remember these two handy rules, you can keep the difference straight:

- 1) Short works and parts of long works are usually in quotation marks.
- 2) Long works and collections of short works are usually put in italics (or underlined when submitting publication work to editors).

<b>"Short Works" &amp; "Sections of Longer Works"</b>	<b><i>Long Works &amp; Collection of Short Works</i></b>
1) "Title of a Short Poem." Ex: "The Raven."	<i>Title of an Epic Poem or Book-Length Poem</i> Ex: <i>The Odyssey</i>
2) "Title of a Short Story." Ex: "Young Goodman Brown"	<i>Title of a Novel</i> Ex: <i>The Scarlet Letter</i>
3) "Title of an Essay" Ex: "The Fiction of Langston Hughes"	<i>Title of a Collection or Anthology of Essays</i> Ex: <i>Modern Writers and Their Readers</i>
4) "Title of a Short Song" "Money Talks"	<i>Title of a CD, Cassette, or Album</i> Ex: <i>The Razor's Edge</i> , by AC/DC. Also: <i>Title of a Ballet or Opera</i> Ex: <i>The Nutcracker Suite</i> or <i>Die Fliegermaus</i> Also: <i>Title of Long Classical or Instrumental Compositions Identified by Name, Rather than Number.</i> Ex: Wagner's <i>The Flight of the Valkyries</i>
5) "Title of a Skit or Monologue" Ex: "Madman's Lament"	<i>Title of a Play</i> Ex: <i>The Importance of Being Ernest</i>
6) "Short Commercial" "Obey Your Thirst."	<i>Title of a Film</i> Ex: <i>Star Wars Episode II: Attack of the Clones</i>
7) Title of "Individual Episode" in a Television Series. "Sawyer's Past"	<i>Title of a Television Series as a Whole</i> Ex: <i>The Lost</i> Ex: <i>Everybody Loves Raymond</i>
8) "Title of a Chapter in a Book" Ex: "Welsh Mountains"	<i>Title of a Complete Book</i> Ex: <i>A Guide to Welsh Geography</i>
9) "Encyclopedia Article" Ex: "Etruscan"	<i>Title of Encyclopedia</i> Ex: <i>Encyclopedia Britannica</i>
10) "Title of an Article in a Magazine" Ex: "Training Your Toddler"	<i>Title of the Magazine.</i> Ex: <i>Parenting</i>
11) "Title of an Article in a Newspaper" Ex: "Man Kills Seven in Subway"	<i>Title of the Newspaper</i> Ex: <i>The New York Times</i>
12) "One or Two Page Handout" Ex: "Old English Verbs: A One Page Guide"	<i>Pamphlet</i> Ex: <i>The Coming Kingdom of God and the Millennium.</i>