

Inserting Quotations into the Transcript

The following sets out **general** guidelines for inserting quotation marks in transcripts.

Note: There are times when punctuation and grammar guidelines are not able to be applied in transcription. These instructions, however, should generally be followed.

When the quoted material is formally introduced, it should be followed by a colon:

Example:

And in paragraph six of the affidavit, it states as follows:

A short direct quotation is inserted directly into the text without separating it from the rest of the text and quotation marks are used. A comma precedes the direct quotation.

Example:

And the answer to the question was, "I told him I would be there at ten o'clock."

Indent longer quotations (more than four lines) five spaces from the body indent margin. Insert one line space between the introduction of the quotation and the quotation. Do not use quotation marks to enclose materials that are set off from the text when they are more than four lines in length.

Example:

And in paragraph six of the statement of claim, it reads as follows:

The plaintiff at that point in time was not aware that the defendant had been drinking and therefore had no prior knowledge that they were putting themselves at risk by accepting a ride with the defendant in the circumstances.

In that statement, Your Honour...

When quoting from a previous transcript to a witness being examined, set out the Q and A quoted as follows:

Example:

Q. So Mrs. Smith, I am going to read to you from your evidence at the preliminary inquiry on this matter?

A. All right.

Q. Your Honour, I will start at page 23, line 5:

QUESTION: And did you see the gun?

ANSWER: No.

QUESTION: Did you not tell the officer who arrived at

the scene that there was a gun?

ANSWER: I did, but I was mistaken.

Q. Did you or did you not state that during your evidence at the preliminary, Mrs. Smith?

A. I did. Your Honour, can I explain?

Insert quotation marks to enclose quotes set off from text four lines and less in length.

Example:

And in paragraph six of the statement of claim, it reads as follows:

"The plaintiff at that point in time was not aware that the defendant had been drinking and therefore had no prior knowledge that they were putting themselves at risk."

If words are omitted from the middle of the quotation, insert three ellipsis points (...) at the point where the missing words should have been. There is no spacing between the ellipsis points.

Example:

"The man...was the subject of an investigation that continues to this date."

If words are omitted from the end of the quotation use four ellipsis points to indicate that.

Example:

"The man was the subject of an ongoing investigation...."

If the speaker inserts their own words into a quotation, they are put in square brackets.

Example:

"In a world where everything changes [and it does] we must be adaptable."

Use single quotation marks for quotes within quotes. Note that the period goes inside all quote marks.

Example:

He testified that, "Maryann said, 'Do not treat me that way.'"

When it appears a speaker is reading material into the record, but you are unable to verify that it is a quote, do not insert quotation marks.