

Name: _____

Formatting Titles

In addition to correct capitalization, you must use correct formatting when writing about the title of a work. What is correct depends on two things.

1. Typing vs. Handwriting

Quotation marks are clear whether typed or handwritten. Titles that go in quotation marks are always punctuated the same way.

Italics are often only clear when typed. Titles that are italicized when typed should be underlined when written by hand.



2. The Kind of Work

Works that are long or contain many smaller works are italicized. Think of them as heavy enough to need a shelf to hold them up, like the underline they receive when handwritten.

Works that are short or only make up pieces of larger works are put in quotation marks. Think of them as light enough to only need hooks to hold them up, like a pair of double quotation marks.

italics or underline



book or play
newspaper, magazine, journal
anthology
epic (book-length) poem
movie
TV show
album

quotation marks

chapter
short story
poem
article
essay
TV episode
song

