Rules for Punctuating and Formatting Dialogue

- There are quotation marks around the parts that are spoken.

- The first letter of each spoken part is capitalized.

- There are dialogue tags (S/He said) that explain who is talking each time the speaker changes.

- A new paragraph is started after the speaker changes - every time the speaker changes.

- The dialogue tags can go before, after, or in the middle of dialogue.

- The first letter of the dialogue tag is not capitalized unless it is a name or the beginning of a sentence.

- A quote or spoken part is always separated from the "he said" part with a comma, a question mark or exclamation point – at the end of the spoken parts. The punctuation goes *inside* the quotation mark. A period is not used with the "he said" parts, for it would create two sentences.

- There's always a period or comma at the end of the dialogue tag.