



Formatting Titles of Works

Today's Standard

5.L.2d - Use underlining, quotation marks, or italics to indicate titles of works.

Cues	Notes
What are the three ways to format titles?	Underlining, quotation marks, italics
When should you use underlining?	Handwritten documents Typed documents for larger works
When should you use italics?	Typed documents for shorter works
When should you use quotation marks?	Ensures clarity and professionalism in writing
Why is proper title formatting important?	

Summary

Properly formatting titles using underlining, quotation marks, or italics is essential for clear and professional writing. Different formats are used based on the type of work and the medium.