**Formatting dialogue in stories**

**1. Break and indent paragraphs for different speakers.** Because dialogue involves two or more speakers, readers need something that lets them know where one character’s speech ends and another’s begins. Indenting a new paragraph every time, a new character begins speaking provides a visual cue to help readers follow the dialogue

**2. Tags** (“He said, “She said” and variations) should be used, but not too much, and varied so they’re not repetitious; they can be used at the start of quotes, in the middle, or at the end. When attributions are overused, they get in the way; the key is that the reader should always know who’s speaking.

**3. Always use a comma after tag line** (She said,) when introducing a quote.

Example:

"Hi, Tony," Katy began.

Tony looked down at his shoe, dug in his toe and pushed around a pile of dust.

"Hey," he replied.

Katy braced herself. Something was wrong.

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