



Punctuation

End Marks

0 Period

0 Exclamation Point

0 Question Mark

Colons

- 0 Use to introduce a list, especially after a statement that uses words like *these*, *the following*, or *as follows*
- 0 Do **NOT** use a colon if a list immediately follows a verb or a preposition.
 - 0 The statement preceding the colon should be an independent clause.
- 0 Use a colon to introduce material that illustrates, explains, or restates the preceding material
 - 0 Use a capital letter if a complete sentence follows the colon.

Colons

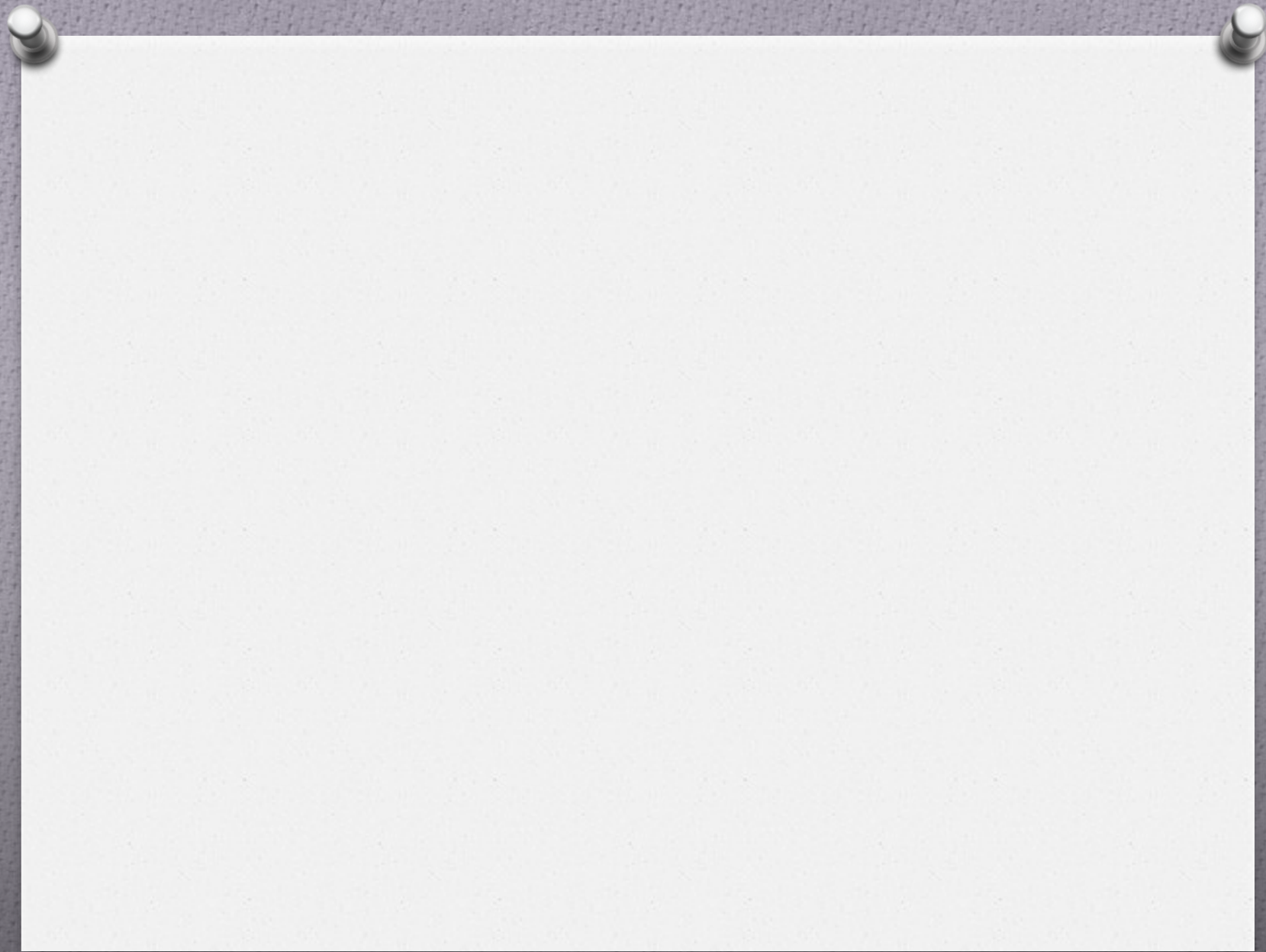
- 0 Use to introduce a long or formal quotation
 - 0 Quotes of poetry longer than one line
 - 0 Quotes of prose longer than four or five lines
 - 0 Indent these quotes on the page

Colons

- 0 Use between the hour and the minute in time
- 0 Use between the chapter and verse in biblical references
- 0 Use after the salutation of a business letter

Semicolons

- 0 Use to separate main clauses that are not joined by a coordinating conjunction
- 0 Use to separate main clauses joined by a conjunctive adverb
- 0 Use to separate items in a series when these items contain commas
- 0 Use to separate two main clauses joined by a coordinating conjunction when such clauses already contain several commas



Commas

- 0 Use between main clauses in a compound sentence – Place before the coordinating conjunction
- 0 Use to separate three or more words, phrases, or clauses in a series
 - 0 No commas are necessary when all words are joined by conjunctions.
 - 0 Do not use commas to separate nouns used in pairs (peanut butter and jelly, macaroni and cheese)

Commas

- 0 Use between coordinate adjectives that precede a noun
 - 0 Coordinate adjectives modify a noun equally.
 - 0 If you could reverse the order or use the word *and* between them, then use a comma.
 - 0 *Romeo and Juliet* is a classic, popular Shakespearean tragedy.
 - 0 If reversing the order sounds unnatural or if the word *and* can not be inserted between the words, then do not use a comma.
 - 0 A funny little man mumbled to himself in the corner of the store.

Commas and Nonessential Clauses

- 0 Use to set off participles, infinitives, and their phrases if they are not essential to the meaning of the sentence
- 0 Use to set off a nonessential adjective clause – Do not use commas if the adjective clause is essential.
- 0 Use to set off an appositive if is not essential to the meaning of the sentence
- 0 Nonessential clauses and phrases may come before or after the words that they describe.

Commas

- 0 Use to set off interjections (*oh, well, my*), parenthetical expressions (*on the other hand, in fact, by the way*), adverbs and conjunctive adverbs (*however, consequently*)

Commas and Introductory Phrases

- 0 Use after a short introductory prepositional phrase if the sentence may be misread without a comma; otherwise, such a comma is not necessary.
- 0 Use after a long prepositional phrase or after two or more prepositional phrases in a row.
- 0 Do not use a comma after an introductory prepositional phrase if the phrase is immediately followed by a verb.

Commas

- 0 Use to set off all introductory adverb clauses
- 0 Use to set off internal adverb clauses that interrupt the flow of a sentence.
- 0 Do not set off an adverb clause at the end of a sentence unless the clause is parenthetical or it would be misread without the comma.
- 0 Use to set off an antithetical phrase (uses words like *not* or *unlike*)
 - 0 Example: Please walk, not run, in the hall.
 - 0 Example: Unlike my dog, my cat is calm.

Commas

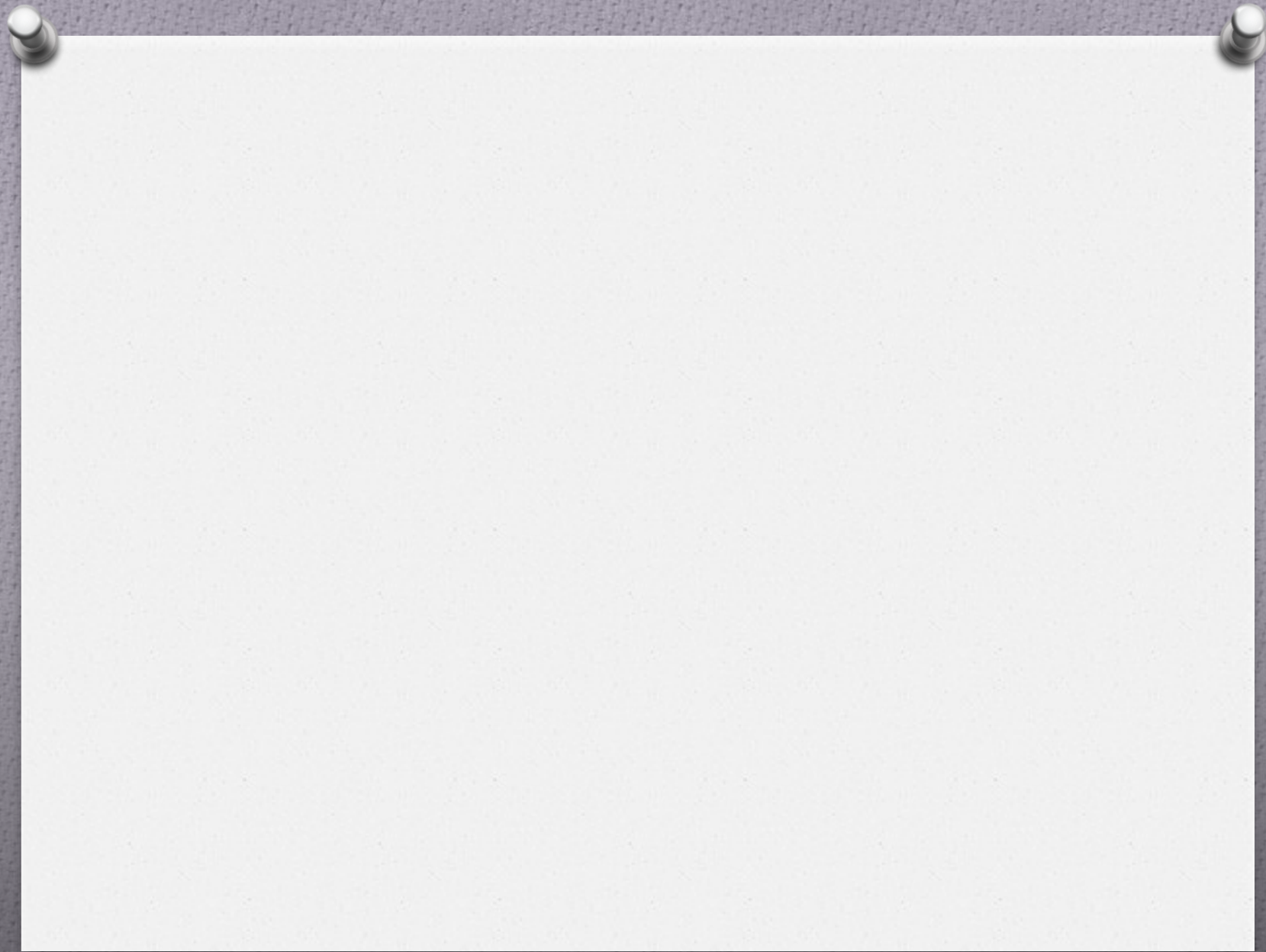
- 0 Use to set off title when they follow a person's name
- 0 Use to separate various parts of an address, geographical term, or date
 - 0 Do not use comma with date if only the month and year are given (June 2007)
- 0 Use to set off parts of a reference that direct the reader to the exact source
- 0 Use to set off words or names used in direct address

Commas

- 0 Use commas to set off a tag question
 - 0 Example: You can come earlier tomorrow, can't you?
- 0 Place after the salutation of an informal letter and after the closing of all letters

Common Comma Errors

- 0 Do not use a comma between a subject and its verb or between a verb and its complement
- 0 Do not use commas to separate the parts of a compound predicate when the predicate has only two parts
- 0 Do not join two main clauses with a comma alone; otherwise, you will create a comma splice or run-on sentence
 - 0 A COMMA **ALONE** IS NEVER ENOUGH TO JOIN CLAUSES!



Dash

- 0 Use a dash to indicate an abrupt break or change in thought within a sentence
- 0 Use a dash to set off and emphasize supplemental information or parenthetical comments
- 0 When typing on a keyboard, type either two hyphens in a row (--) or type a space, a hyphen, and another space –

Parentheses

- 0 Use to set off supplemental material
- 0 Complete sentence within parentheses contained within another sentence is not capitalized and needs no period.
- 0 Use capital letter and period if sentence in parentheses can stand alone.

Commas vs. Parentheses vs. Dashes

- 0 Use commas to set off material closely related to rest of the sentence
- 0 Use parentheses to set off material that is not meant to be part of the main statement
- 0 Use dashes to set off material that abruptly interrupts the sentence and is added for emphasis

Parentheses

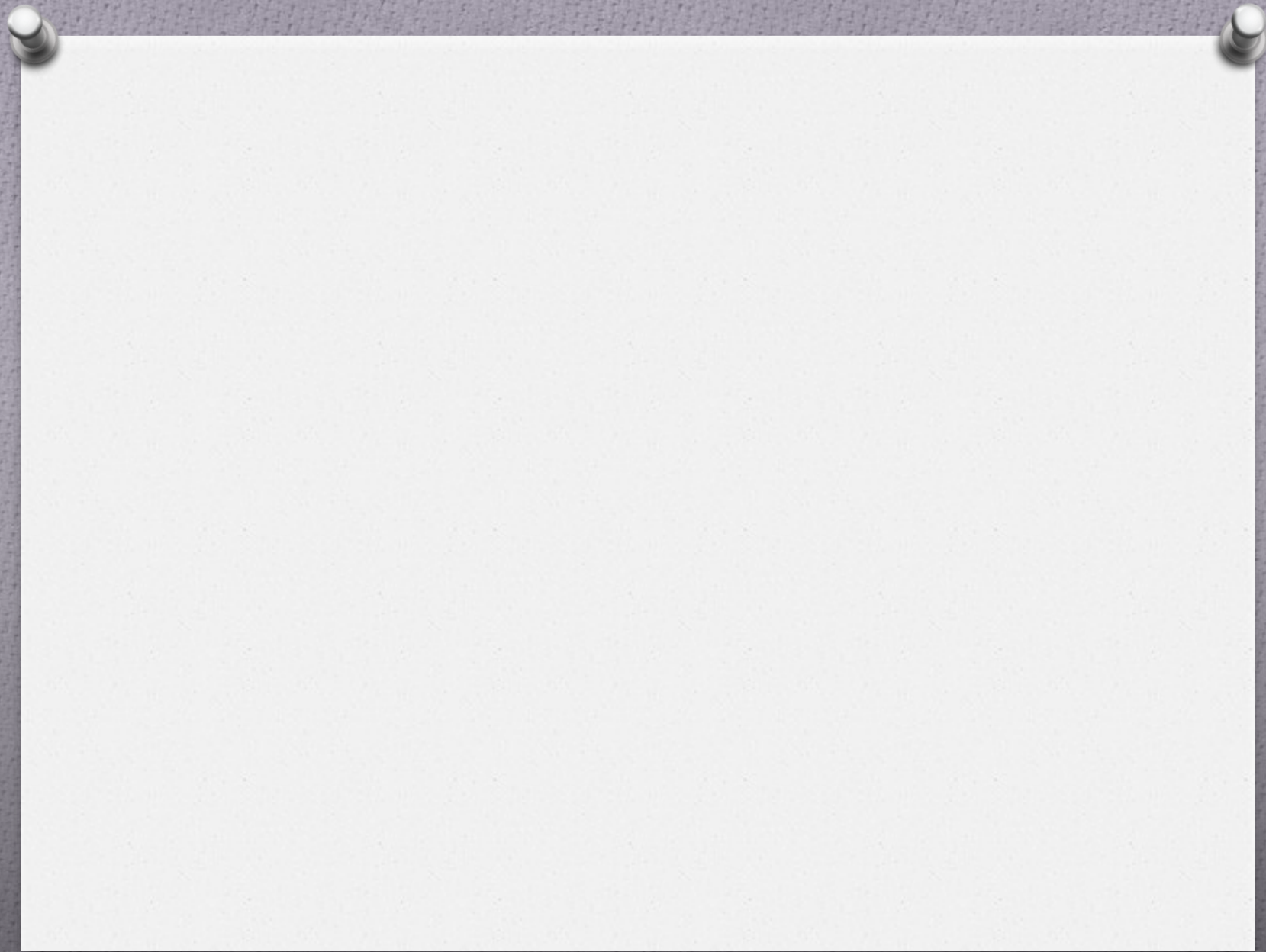
- 0 Always place a comma, semicolon, or colon *after* the closing parenthesis.
- 0 Place a period, question mark, or exclamation point *inside* the parentheses if it is part of the parenthetical expression
- 0 Place a period, question mark, or exclamation point *outside* the closing parenthesis if it is part of the entire sentence

Brackets

- 0 Use to enclose information that you insert into a quotation from someone else's work in order to clarify the quotation.
 - 0 Example: If he [David] had checked the gas gauge, then he would not have been stranded in the country at night.
- 0 Use to enclose a parenthetical phrase that already appears within parentheses.

Ellipsis Points

- 0 Use a series of three spaced points, called *ellipsis points*, to indicate the omission of material from a quotation.
 - 0 If the omission occurs at the beginning of sentence, use three spaced points.
 - 0 If the omission occurs in the middle or at the end of sentence, use the correct punctuation *plus* three spaced points.
 - 0 At the end of a sentence requiring the ellipsis, do not leave a space between the last word before the omission and the period. Add ellipsis after the period.



Quotation Marks

- 0 Use to enclose a direct quotation
 - 0 If quote would end with a period, use commas to separate the speaker tag from the quote
 - 0 If quote ends with a question mark or exclamation point, do not use a comma to separate the speaker tag from quote
- 0 “I think that we can win the game,” Rob stated.
- 0 Brock asked, “What time does the game start?”
- 0 “We need to leave in a few minutes,” Tim interrupted, “if we want to see the opening kickoff.”

Quotation Marks

- 0 Do not use quotation marks for an indirect quotation – indirect quotations does not repeat a person's exact words and often begins with that
- 0 Use single quotation marks around a quotation within a quotation
- 0 For dialogue, begin a new paragraph and use new quotation marks every time the speaker changes

Quotation Marks

- 0 Use quotation marks for titles of short works
 - 0 Short stories
 - 0 Short poems
 - 0 Essays
 - 0 Articles in newspapers or magazines
 - 0 Chapters in a book
 - 0 Songs
 - 0 Episodes of a TV series

Quotation Marks

- 0 Use quotation marks to enclose unfamiliar slang and unusual or original expressions
 - 0 Use sparingly and only for truly unfamiliar phrases
- 0 Use quotation marks to enclose a definition that is stated directly
- 0 Use quotation marks to show irony or sarcasm
 - 0 Use sparingly!
 - 0 He “accidentally” spilled his milk on his brother.

Quotations with Other Punctuation

- 0 Always place a comma or a period inside closing quotation marks
- 0 Always place a semicolon or a colon outside closing quotation marks
- 0 Place a question mark or exclamation point inside the closing quotation marks when it is part of the quotation
- 0 Place a question mark or exclamation point outside the closing quotation marks when it is part of the entire sentence
- 0 Use only one punctuation mark placed inside the closing quotation marks if both the sentence and the quotation need a question mark or exclamation point

Italics (Underlining)

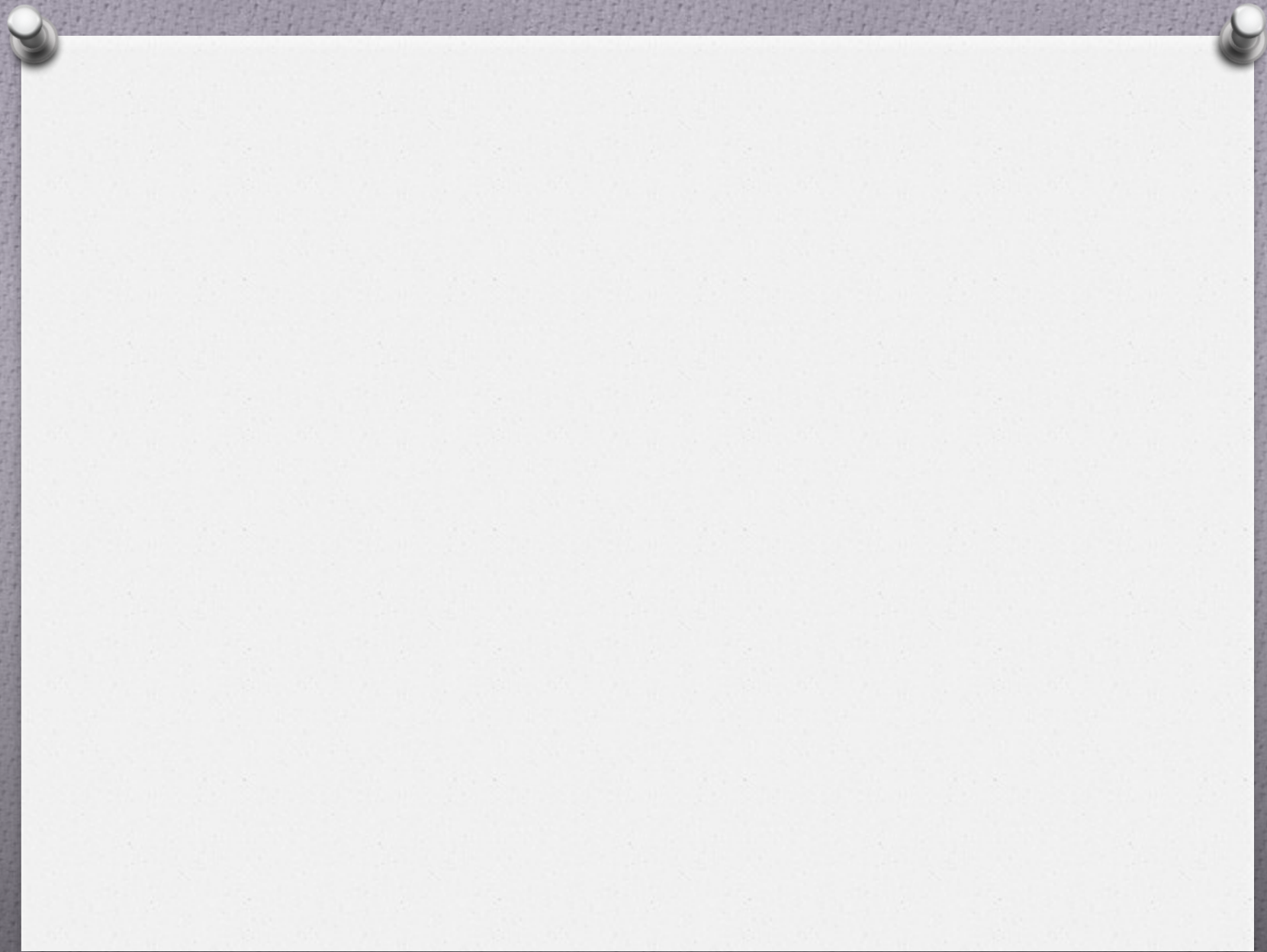
- 0 Italicize (underline) titles of long works
 - 0 Books
 - 0 Lengthy (epic) poems
 - 0 Plays
 - 0 Films
 - 0 TV series
 - 0 Paintings and sculptures
 - 0 Long musical compositions
 - 0 Court cases
 - 0 Names of newspapers and magazines
 - 0 Names of ships, trains, airplanes, and spacecraft

Italics (Underlining)

- 0 Italicize (underline) and capitalize articles (*a*, *an*, *the*) at the beginning of a title when they are part of the title
 - 0 Do not generally italicize (underline) article before the title of a newspaper or magazine
 - 0 Do not italicize the word *magazine* unless it is part of the title of the periodical
 - 0 Do not italicize (underline) the apostrophe and the –s for the possessive forms of italicized titles

Italics (Underlining)

- 0 Italicize (underline) foreign words and expressions that are not used frequently in English
 - 0 *Semper fi*, the motto of the U.S. Marine Corps, means "always faithful."
- 0 Do not italicize foreign words and expressions that we use commonly in English
 - 0 My fiancé gave me a pearl necklace.
- 0 Italicize (underline) words, letters, and numerals used to represent themselves
 - 0 Do not confuse *allusion* with *illusion*.



Apostrophes

- 0 Use an apostrophe and –s for possessive of a singular indefinite pronouns – Do not use apostrophe for any other possessive pronouns
 - 0 everyone's cars vs. its leg or hers
- 0 Use an apostrophe and –s for the possessive of a singular nouns, including those that end in -s
 - 0 the boy's jacket, the glass's color

Apostrophe

- 0 Use only an apostrophe for the possessive of ancient proper nouns ending in *-es* (pronounced *ēz*) or *-is* and words with multiple *s* sounds
 - 0 Achilles' heel, Jesus' teachings
- 0 Use an apostrophe for possessives of a plural noun that ends in *-s*
 - 0 girls' locker room
- 0 Use an apostrophe and *-s* for possessives of a plural noun that does not end in *-s*
 - 0 women's purses

Apostrophes

- 0 Put only the last word of a compound noun in possessive form
 - 0 her mother-in-law's house
- 0 If two or more persons possess something jointly, use the possessive form for the last person named
 - 0 Mom and Dad's new car
- 0 If two or more persons possess an item individually, put each one's name in possessive form
 - 0 Ford's and Chevrolet's new trucks

Apostrophes

- 0 Use possessive form to express amounts of money or time that modify a noun
 - 0 ten years' time, seventy-five cents' worth
- 0 Use an apostrophe for missing letters in contractions
- 0 Use an apostrophe in place of omitted numerals of a particular year
 - 0 (Ex: class of '14, the '99 basketball season)
- 0 Use an apostrophe and –s to form the plurals of letters, numerals, symbols, and words to represent themselves
 - 0 Cross your *t*'s and dot your *i*'s.

Hyphen

- 0 Use a hyphen in a compound adjective that precedes a noun but not one that follows a noun.
 - 0 a well-known author, an author who is well known
- 0 Do not use a hyphen for an expression made up of an adverb ending in *-ly* and an adjective
 - 0 a loosely connected wire
- 0 Hyphenate any numbers from twenty-one to ninety-nine or twenty-first to ninety-ninth
- 0 Hyphenate a fraction that is expressed in words
 - 0 two-thirds majority
- 0 Hyphenate two numerals to indicate a span
 - 0 pages 739-741 1941-1945

Hyphen

- 0 Divide a word between syllables if a word must be separated onto two lines
 - 0 Never leave a single letter on a line by itself
 - 0 Although most students prefer to type papers, sometimes students must still compose responses on paper.
 - 0 While composing a paper by hand, students must be aware that they should only hyphenate words between appropriate syllables. (incorrect)

Abbreviations

- 0 Use only one period if an abbreviation occurs at the end of a sentence that would ordinarily take a period of its own.
- 0 If an abbreviation occurs at the end of a sentence that ends with a question mark or an exclamation point, use the period *and* the second mark of punctuation.
 - 0 Did her plane arrive before 6:00 P.M.?
- 0 Capitalize abbreviations of proper nouns.
 - 0 Dr. Roberts
- 0 Omit periods for abbreviations of most government agencies and organizations.
 - 0 FBI, CIA, NBC, CBS, NFL, WNBA

Abbreviations

- 0 Leave a space after initials when abbreviating a person's name.
 - 0 J. F. Kennedy, T. S. Eliot
- 0 Capitalize abbreviations related to historical dates and times
 - 0 A.D., B.C., A.M., P.M.
- 0 Abbreviate some personal titles (Mrs., M.D.)
- 0 Abbreviate units of measure used with numerals in technical or scientific writing but not in ordinary prose

Numbers and Numerals

- 0 Spell out cardinal and ordinal numbers that can be written in one or two words
- 0 Spell out any number that occurs at the beginning of a sentence
- 0 Use numerals to express numbers that would be written in more than two words
 - 0 May write very large numbers as decimals followed by the word *million* or *billion* (Ex: 8.4 million)

Numbers and Numerals

- 0 Write numbers consistently within the same paragraph. If one number should be written with numerals, then use numerals for all numbers.
- 0 Use numerals to express amounts of money, decimals, and percentages.
 - 0 Exception: Spell out amounts of money that can be expressed in one or two words.
- 0 Use numerals for the year and day in a date or to express precise time with abbreviations A.M. or P.M.
- 0 Spell out expressions of time that do not use A.M. or P.M. Ex: ten o'clock

Numbers and Numerals

- 0 Spell out the number when the word *century* is used
- 0 Spell out the number to express a decade when the century is clear from context
 - 0 Elvis Presley was popular in the fifties.
- 0 When a century and a decade are expressed as a single unit, use numerals followed by an –s.
 - 0 Many protests were held during the 1960s.
- 0 Use numerals for streets and avenues numbered above ten and for all house, apartment, and room numbers. Spell out numbered streets and avenues with numbers of ten or under.

