Punctuation	Rules	Examples
. (the period)	a) Used at the end of statements	a) I saw the dog.
	b) Used as a decimal	b) She gave me $10.35.
	c) Used as an abbreviator	c) Mr. Tom said it is 101.1˚F.
, (the comma)	a) Used in <u>listing a series</u> NOTE: The "**Oxford Comma**" is a stickler rule that USES the comma before the end. Some modernists say kick it out. I love butterflies, Mom and Dad. ?? I love butterflies, Mom, and Dad. ✔	a) I ate apples, bananas, and ice. aa) She was pretty, sweet, and easy to talk to. **OR** a) I ate apples, bananas and ice. aa) She was pretty, sweet and easy to talk to.
	b) Used to surround <u>clauses and phrases within sentences.</u>	b) After tonight, I diet. b2) After today, my dear, I diet. b3) I will diet, but I won't like it.
	c) Used before or after <u>nouns of address.</u>	c) Mrs. Jenkins, I ate my homework! cc) I ate my homework, Mrs. Jenkins!
	d) Used to separate month and day from the year in <u>dates.</u>	d) It was April 10, 2999.
	e) Used to separate cities from states in <u>addresses</u> (but never zipcodes!)	e) 1107 Japonica Lane Cocoa, FL 32922 e2) I used to live in Cocoa, FL. e3) He lived in Cocoa, Florida, for 20 years.
	f) Used in <u>greetings and closings</u> of friendly letters NOTE: The **semi-colon** is used in business letter greetings.	f) Dear Archibald, (friendly letters) f2) Love, or Your friend, (friendly letters) f3) Sincerely, (business letters)

' (the apostrophe)	a) Used in CONTRACTIONS to show missing letters
	
	a2) ARCHAEIC AND POETIC TERMS and phrases often abbreviate a letter
		a) do not = don't I have = I've
		* <u>Exceptions:</u> will not = won't
		                    shall not = shan't
		                     it is = its (none)
		a2) of the clock = o'clock
		    it is = 'tis until = 'til
		    wherever = where'er over = o'er

	b) Used to show <u>POSSESSION</u> or ownership; belonging to one
	
	* Use 's for singular possession
	
	* Use ' for plural possession
	
	* Use ' when a singular noun ends in a plural:
	
	The United States' lingering debt problem is stunning.
	
	United States is a singular body, but it ends as if it is plural.
		a) the dog belongs to Ann =
		    The dog is Ann's. **OR**
		    It is Ann's dog.
		
		b) The dog belongs to James =
		    The dog is James's **OR**
		    It is James's dog.
		
		c) The pasture belongs to the
		    horses =
		     The pasture is the horses'.
		    It is the horses' pasture.
		    BUT NOT horses's!

	Again: *The Beatles' first album was an immediate hit.* The Beatles is a single music group, but it ends as if it is a plural. * If the noun is already in the form of a possessive (e.g., T.G.I. Friday's restaurant), leave it as is.	
	d) The apostrophe is <u>seldom used to form a plural noun.</u> d1) HOWEVER, use the apostrophe to avoid confusion when certain words or abbreviations or letters are used as NOUNS. <u>Remember, you can always re-word the sentence:</u> *Do we have more yes responses than no responses?*	d) Since the 1980**s**, the Thomas**es**, both of whom have multiple PhD**s**, have sold old book**s** and magazine**s** at the fair on Saturday**s** and Sunday**s**. d1) He received four A's and two B's. We hired three M.D.'s and two D.O.'s. Be sure to cross your t's and dot your i's. Do we have more yes's than no's?
" " (the quotation mark)	a) Used to show <u>exact wording</u> of another. NOTE where the end punctuation goes when interrupted by a **TAG**.	a) "Jesus wept," the Bible says. The Bible says, "Jesus wept." a2) "Come here," Mom called, "and get in or we'll be late!"
	b) Used to surround the <u>titles of SHORT works</u> (music, literature, visual art, etc.) NOTE: See **Underline** for LARGE Works.	b) "Auld Lang Syne" is a song. b2) "Jabberwocky" is a poem. b3) "Three Points of View in Literature" is an article/essay (including online articles or names of blog posts, or YouTube-type videos)
' ' (the single quotation)	a) Used to show a <u>quote within a quote</u>	a) Pastor Paul said, "The apostle John tells us, 'Jesus wept' in John 11:35, the shortest verse in the Bible."
	b) Used to show a <u>quoted or specialized term</u> within a sentence NOTE: If a called out word is **a foreign word**, it is *italicized* in print: Excuse my *faux pas*! "	b) Mr. Collins meant no harm when he called his friend 'obsequious'. b2) "What did you mean by 'I promise' if you were just going to break your promise?" Dad asked.
; (the semi-colon, or "hard pause")	a) Used between two independent clauses <u>when a coordinating</u>	a) The boys are excused for lunch; the girls must stay

	conjunction (FANBOYS) has been left out. NOTE: This is **ONLY** when a relationship exists between the two clauses that must remain connected. Otherwise, separate as new sentences, **OR** use a coordinating conjunction and a comma.	inside. Meat lover's is my favorite pizza; extra cheese is also. The buzzer went off; the game continued. He was out all night; his dog had gotten loose. NOTE: The buzzer went off. The game continued. **OR** The buzzer went off, yet the game continued.
	b) Used between two independent clauses when a **transitional expression** is used, followed by a **comma**.	b) Heavy snow continues to fall; consequently, all flights are canceled. b) Excessive gaming is bad for the health; therefore, time off-screen is important.
	c) Used to separate items in serial lists when list items include a comma	c) The new store will have clothing, jewelry, and shoes on the first floor; luggage, houseware items, and hair salon on the second floor; and administrative offices on the third floor. c) I have lived in Cocoa, Florida; Merritt Island, Florida; West Jefferson, North Carolina; and Madison, Alabama. c) I have worked as cashier, Staples; assistant accountant, Walmart; supervisor of accounts, H&R Block; and administrative officer, Accounting Dept., Blankenship Enterprises, Inc.
	d) Used in **ellipitcal constructions.** (See **Ellipsis**.) The semi-colon acts as an ellipsis to avoid repeating the same information.	d) In 1992, Starbucks had fewer than 200 stores; in 2002, almost 20,000. AVOIDS: In 1992, Starbucks had fewer than 200 stores. In 2002, ~~Starbucks had~~ almost 20,000 ~~stores.~~ d) Some people brought food; others, clothing; yet others, merely a willingness to help. AVOIDS: Some people brought food. Other ~~people brought~~ clothing. Yet other ~~people brought~~ merely a willingness to help.
: (the colon)	a) Used to **introduce** a <u>called out list</u> NOTE: The introduction must point toward the list: My favorite pizzas are: ✗ The <u>following flavors</u> are: ✔	a) My favorite pizzas are meat lover's, veggie, and extra cheese. (List within a sentence = no colon) The <u>following flavors</u> are my favorite pizzas: meat lover's, veggie, and extra cheese.

		(Called out list = colon)
	b) Used to separate two independent clauses when the second explains the first.	b) I have little time to learn French: my new job starts today. b2) Three of my friends know coding: Richard is my best friend, Max is my classmate, and Dan is my cousin.
	c) Used to show <u>emphasis</u> Note: See also the **Em Dash** (a double hyphen)	c) The verdict was finally in: guilty. c2) Hatteras, Charleston and Savannah: my summer trip down the coast was amazing. **OR** c3) Hatteras, Charleston, and Savannah—my summer trip down the coast was amazing!
	d) Used to <u>compare (ratios)</u>	d) The ratio of boys to girls in the classroom was 5:1. (read "five to one").
	e) Used to divide hours from minutes, or minutes from seconds in <u>TIME</u>	e) It was 8:30 A.M. when he finally woke up. e2) That video lasted 8:32 minutes. (8 min, 32 sec.)
	f) Used to show <u>references from the Bible or Holy Scriptures</u> (chapter: verse)	f) I have memorized John 3:16.
	g) Used to show <u>volume from pages</u> (vol:pages) in bibliographical citations NOTE : There is no space after the colon.	g) *Punctuation Weekly*, 4:32-99 Read: "volume 4, pages 32-99"

	h) Used in <u>correspondence.</u>
	   H1, H2) Greetings in **business** letters
	
	   H3) Notice of "copies to"
	
	   H4) Notice of Post Script (after-thought addition)
		H1) Dear Ms. Smith:
		H2) Attention: Supervisor of Elections
		   Ref: Refunded Check
		
		H3) cc: Tom Smith
		
		H4) PS: Don't forget to RSVP!

- (the hyphen)	a) Used in <u>compound terms</u> where two words are united to represent a single item or idea. **NOTE ON COMPOUNDS:** **OPEN** compounds are two words separated by a space (e.g., printing press). **HYPHENATED** compounds use hyphens between words (a free-for-all). **CLOSED (or SOLID)** compounds are written as a single word (e.g., lifestyle). Compound nouns often begin as **open** (electronic mail), develop into **hyphenated** (e-mail), then turn into **closed** by frequent use (email).	a) I had a great time arm-wrestling with Jake. a2) His comment made her think he was a soft-in-the-head kind of guy.

	<u>VERBS can also be compound</u> (e.g., to waterproof something; to highlight something; to rubber-stamp something; to nickel-and-dime something).	
	b) a special case should be noted about compound adjectives. Use a hyphen when two related adjectives should be used as a single concept to avoid confusion.	b) Does this come with a money back guarantee? (INCORRECT) Is this a kind of guarantee? Hyphenate it! Does this come with a money-back guarantee? (CORRECT) b) This house comes with a state-of-the-art security system.
	c) Special note should be made of numbers used as adjectives. NOTE: We know that **numbers 13-99** <u>are spelled out as hyphenated words</u>.	c) The victim was a twenty-five-year-old <u>man</u>. 'Man' is the noun. He is not an 'old' man. He is a 25-year-old man. 'Year' and 'old' must go together with '25' (spelled) to show that this is his age. He is, in fact, rather young! NOTE: I went to **twenty-nine** stores before I found my watch.
	d) to divide words at the end of sentences in hand-written text. NOTE: In earlier times, hyphens had to be manually inserted when typing. Today, the computer automatically adjusts word spacing for justifying margins on the right side. You still have to manually insert the hyphen when handwriting, or when custom-justification is needed.	d) He went with mom to the grocery store al-together exhausted from his day at the beach.
- (the en dash) *	a) Used to show a <u>RANGE of numbers, dates, or time</u>. It is read "to" or "through". There is <u>no space</u> before or after the en dash. NOTE: The typical laptop does not have an en-dash key on the keyboard. It is wider than a hyphen, yet less wide than an **em dash** (which is a "double-hyphen"), about the size of an *'n'*. _____ NOTE: To make an en dash on a **mac**, hold down SHIFT + OPTION then press the MINUS key. **Alternatively**, you can press the HYPHEN twice, then press SPACE. (This didn't work for me.) _____ NOTE: To make an en dash on a **Windows** computer, use ALT + 0150 (on the numeric keypad). The dash will appear when you release the ALT. Using **Autoformat** (enable it), you can type a "word(space)hyphen(space)word(space)" and	a) The 2010-2011 season was our best yet. a2) You will find this in chapters 8-12. a3) The professor holds office from 11:00 a.m.-1:00p.m. BUT!! NO en dash if you use '**from**' or '**between**': She served as president **from** 1196 to 1999. (NO en dash) The riot occurred **between** 1965 and 1970. (NO en dash)

	the hyphen will automatically extend into an en dash when you hit the space bar last. You can also use CTRL + MINUS. ("Num Lock" must be enabled and you must be using the numeric keypad.).	
	b) Used to report <u>scores or results of contests</u>.	b) The nominee was confirmed by the Senate, which voted 62-38 along party lines. b) The Bruins beat the Jets 28-14 in the final game of the season.
	c) Used to represent <u>conflict, connection or direction.</u>	c) The liberal-conservative debate never ends. c2) The Perth-Dubai-Boston flight takes more than a day. c3) There is a north-south railway that crosses Highway 20, which runs east-west.
	d) Used to form compound adjectives that are, themselves, open or hyphenated compounds	d) She is an award-winning novelist. d2) She is a National Book Award-winning novelist. d3) Many changes have happend in the post-Obama era. d4) Tensions on the slavery issue ran high in the pre-Civil War era. d5) They were a silly mess of college-educated snobs. d6) The e-book-only publisher gave the writer a great deal. *(e-book is hyphenated as one compound noun; but 'e-book' and 'only' are joined with an **en dash** as compound adjectives.)
— (the em dash) NOTE: It is about the size of two joined hyphens or the letter *m*.	Used generally for <u>emphasis</u> and <u>clarity</u>, and used sparingly. May replace commas, parentheses, or colons. a) Used to enhance readability and to provide EMPHASIS where more is needed than with a comma. (i.e., to <u>replace a set of commas</u>). _____ For a **mac**, use SHIFT + OPT + HYPHEN. _____ For **Windows**, use ALT + 0151. **OR**	a) And yet, when the car was finally delivered—nearly three months after it was ordered—she decided she no longer wanted it, leaving the dealer with an oddly-equipped car that would be difficult to sell. NOTE: If the sentence had used commas, there would have been too many and the "aside" remark would have been lost in the sauce. The **em dashes** call it out, and the eye sees it without stopping left-to-right movement.

	Enable **Autoformat** and type "word(hyphen, hyphen)word(space)" with no spaces between the words. The two hyphens will join into a double-hyphen/em dash. **OR** Press CTRL + ALT + MINUS (enable "Num Lock" and use numeric keypad)	
	b) Used <u>to replace a pair of parentheses</u> as less intrusive. Em dashes are more emphatic. Parentheses are more subtle and more formal. (See **Parentheses**).	b1) Upon discovering the errors (all 124 of them), the publisher immediately recalled the books. b2) Upon discovering the errors—all 124 of them—the publisher immediately recalled the books. NOTE: Compare the difference in these two ACCURATE sentences. Both work, depending on what effect the writer wanted to have. In b1, the number of errors is a side detail. But in b2, one almost "hears" an exclamation point after the phrase "all 124 of them!". The number of errors here is called out for special attention, not just for factual data. b3) After three weeks on the set, the cast was fed up with his direction—or, rather, his lack of direction. b4) After three weeks on the set, the cast was fed up with his direction (or, rather, lack of direction). NOTE: Where is the emphasis in each of the sentences? In b4, the cast being fed up with the guy in general is the most prominent fact. In b5, the emphasis is on the director's lack of skill. It is slight, but definite.
	c) Used <u>in place of a colon</u>. (See **Colons**.) The dash is less formal than the colon.	c) After months of deliberation, the jurors reached a unanimous verdict—guilty. c2) The white sand, the warm water, the sparkling sun—this is what brought them to Fiji. NOTE: C2 is preferred over the use of the colon. When the intro tag comes first, use the colon. When the serial list comes first, use the em dash!
	d) <u>Multiple em dashes</u> are used to indicate missing portions of a word, whether unknown or intentionally omitted. d2) Multiple em dashes are used to indicate missing portions of a word that have been print-damaged and	d) Mr. J—— testified that the defendant yelled, "Stop, or I'll shoot your d—— self!" NOTE: In this example above, the testifier is not supposed to be publicly identified, so letters are left out of the last name. In the last adjective, politeness requires leaving out the letters of a curse word or indecent or provocative word.

	is no longer readable. d3) Multiple em dashes (2 or 3) can be used if an entire word is missing. Be consistent! Also, surrounding punctuation is retained.	d2) From the faded note, we could only make out that it said this: "Was ne——y going to m—— K——, but now ——t." In some historical documents, this is a serious matter of accuracy in transcription. One does not guess, one uses em dashes! d3) The juvenile defendant, ———, was arraigned yesterday.
	e) <u>Most newspapers</u> use em dashes with spaces around them (**AP Style**). Unless you are writing for a newspaper that uses this style format, use the NO SPACES em dash.	e) Most newspapers — and all that follow AP style — insert a space before and after the em dash.
. . . (the ellipsis)	Used generally to indicate an omission of a set of words. NOTE: Type .(space).(space). NOTE: If the ellipsis is next to a quotation mark, leave out the spaces.	(no examples)
	a) In informal writing, including informal speech in dialogue, an ellipsis can show a "trailing off" of thought	a) If only she had . . . oh, it doesn't matter now.
	b) In informal writing, it can also be used (sparingly) to show hesitation.	b) I wasn't really . . . well, what I mean . . . see, the thing is . . . I didn't mean it!
	c) IN QUOTED MATERIAL: At the <u>beginning of a sentence</u> **with a TAG.** Note that it is **not necessary to use an** <u>**ellipsis**</u> and note the capitalizations and splicing with the tag citing the author >>	c) ORIGINAL QUOTE: I learned this, at least, by my experiment: that if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours. c2) ABBREVIATED QUOTE: "If one advances confidently in the direction of his dreams," writes Thoreau, "he will meet with a success unexpected in common hours." c3) When Thoreau argues that by simplifying one's life, "the laws of the universe will appear less complex," he introduces an idea explored at length in his subsequent writings. (The part inside quotations is the original quote and needs **no** ellipsis.)
	d) IN QUOTED MATERIAL at the <u>end of</u>	**CMS:** Thoreau argues that by simplifying one's

	a sentence when the original quoted material yet goes on. **(See style guides.)** *Chicago Manual of Style* allows the use of a sentence-terminating period. *Modern Language Association (MLA) Handbook* requires a terminating period after the quoted material, and then an ellipsis afterward to show that the original quoted material carries on. The end quotation marks are placed after the ellipsis. See the note about citations. >>>	life, "the laws of the universe will appear less complex." **MLA:** Thoreau argues that by simplifying one's life, "the laws of the universe will appear less complex. . . ." If there are citations or a sentence question mark, the terminating period is placed outside the citation or question mark: Thoreau argues that by simplifying one's life, "the laws of the universe will appear less complex . . ." (152).
	e) IN QUOTED MATERIAL when multiple words are omitted within a single quoted sentence (instead of just at the beginning or at the end), **USE the ellipsis** and any *necessary* surrounding original punctuation that retains the clarity and accuracy of the original.	e) "I learned this . . . : that if one advances confidently in the direction of his dreams, . . . he will meet with a success unexpected in common hours." NOTE: There is **no tag**. This is how it is different than examples c2 and c3.
	f) IN QUOTED MATERIAL where a quotation is presented as a single sentence made up of material from two or more sentences, in a single abbreviated sentence, **THREE DOTS** should be used to show the missing sentences or sentence parts. f2) When quoted mateiral is presented as multiple sentences, **FOUR DOTS** should be used.	f) Thoreau believes that "if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, . . . he will live with the license of a higher order of beings." **(3 dots for segments in one abbreviated sentence)** f2) Thoreau notes: "I learned . . . that if one advances confidently in the direction of his dreams, . . . he will meet with . . . success. . . . He will put some things behind, will pass an invisible boundary. . . . In proportion as he simplifies his life, the laws of the universe will appear less complex. . . . " **(4 dots where multiple sentences are missing)**
( ) (the parenthesis - singular/ parethesēs - plural)	Used generally to show ADDITIONAL INFORMATION. The information MUST be "extra" and not essential to the grammatical construction of the sentence. RULE: If you can take the parenthetical information OUT and the sentence still be accurate and clear, then the parentheses remain. If doing so causes harm to the	a) The president (and his assistant) boarded the plane. a2) The president boarded the plane. ✔ a3) The president (and his assistant) were expected to board by noon. a4) The president were expected to board by noon. ✗

	sentence, use different punctuation (see all the above).	a5) The president and his assistant were expected to board by noon. ✔
	b) When a parenthetical sentence stands on its own (i.e., has an end-mark), the end mark occurs INSIDE the parenthesis.	b) The idea that physics can be taught without reference to mathematics is absurd. (But don't tell that to some math-free physics books—or the people who buy them!)
	c) When parenthetical content comes at the end of a larger sentence, the end-mark comes OUTSIDE the parenthesis.	c) After three weeks on set, the cast was fed up with his direction (or, rather, his lack of direction).
	d) When parenthetical content comes in the middle of a larger sentence, the surrounding punctuation comes OUTSIDE of the parenthesis, just as if the parenthetical information was not there.	d) We verified his law degree (Yale, class of 2002), but his work history remains unconfirmed. d2) We verified his law degree, but his work history remains unconfirmed.
	e) SPECIALIZED USES: e1) <u>numbered or lettered lists</u> e2) <u>Time zones</u> e3) <u>Area codes</u> e4) <u>Short translations of foreign terms.</u> (Use **brackets** for translations in quoted text.) e5) A person's year of birth and year of death are provided <u>when the person is FIRST mentioned</u>. If there is uncertainty about the year, a question mark should follow it to show doubt. NOTE that an **en dash**, rather than a hyphen, is used between the years. e6) On the <u>first use of an abbreviation or acronym</u> that might not be understood by your readers, the full term can be provided in parentheses. NOTE: This can also work in reverse>>	e1) Please submit the following four items: (1) a cover letter, (2) a resume, (3) a college transcript, and (4) a list of professional references. e2) The conference call will be held at 9:00 a.m. (EST). e3) If you have any questions, please call me at (212) 555-7875. e4) His knowledge of Portuguese is limited to *obrigado* (thank you and *adeus* (goodbye). e5) Guido Cavalcanti (1255?–1300) had a profound influence on the writings of Dante. e6) John Smith has been appointed CKO (chief knowledge officer) of the merged company. The origin of the National Air and Space Administration (NASA) is a history worth reading.
[ ] (the bracket)	Brackets allow the insertion of editorial	a) The president stated that he "will not sign

	material inside quotations. a) Used to clarify a noun or a pronoun NOTE: Do NOT use it as a substitution for the noun or pronoun. INCORRECT: "[Lucy] never calls." CORRECT: "She [Lucy] never calls."	the bill they [Republican members of the House] have been talking about." (Note: the president referred to the Republican members by implication, not directly.) a2) The author reveals, "The year we moved into the house [1985] was a difficult one for us." a3) The media mogul was overheard saying, "I would never do a deal with [Acme Corporation's CEO,] Wile E. Coyote." Note: The comma after CEO is what would be necessary if the bracketed material was in the sentence; it must be included in the bracketed material.
	b) Translating inside a quotation	b) Smith writes: "I seldom spoke in French class. When I did, I usually just said *je ne sais pas* [I don't know]."
	c) Changing the capitalization of the first letter of quoted material from lowercase to uppercase, or vice versa. The changes must be indicated in brackets. NOTE: In example c1, a part of a sentence has been quoted as a complete sentence. In c2, a quoted complete sentence has been quoted as part of a main sentence.	c) "[T]his study has been widely cited, notwithstanding its dubious methodology." c2) Under terms of his employment contract, his "[p]erformance-based stock options shall not vest until December 31, 2025."
	c) The Latin term *sic,* meaning "so" or "thus," is used to indicate an ERROR (typographical or otherwise) or confirm an unusual usage in the original material (such as original archaeic spellings or grammatical usage). The term *sic* is always italicized, but the brackets are not. NOTE: One alternative to graciously save the original author from embarrassment is to reframe the quotation to eliminate the error. **See C3.** In the case of C2, the dialect ["hit" for "it"] as well as the colloquial rendering of "afeerd" for "afraid" is part of the authenticity of the old letter and should not be corrected if it is directly quoted. If you suspect, but are not sure of, an error in the original material, a bracketed guess and question mark is appropriate. **See C4.**	c) The final report indicated that "pilot error ways [*sic*] the most likely cause of the crash." c2) The Civil War-era letter from a soldier to his mother was touching: "Ma, hit [*sic*] hurts me terrible to tell you this, but I'm afeerd [*sic*] of dyin'." c3) "Pilot error," according to the final report, was "the most likely cause of the crash." c4) "The architect appears to have been heavily influenced by the Bacchus [Bauhaus?] style." (Note: There is no Bacchus architectural style, so the suspicion is more than appropriate. Bauhaus IS a known architectural style and is a good guess at what the original author intended.)

	d) Used to show ADDED emphasis not in the original quote.	d) She said she would consider "a very short extension, but only under *the most extraordinary circumstances* [emphasis added]." **ALTERNATIVELY,** you can put the note OUTSIDE the quotation using PARENTHESES, either as a separate sentence OR as a the end of the sentence outside the quotation marks. Note the capitalization difference. d2) She said she would consider "a very short extension, but only under *the most extraordinary circumstances*." (Emphasis added.) d3) She said she would consider "a very short extension, but only under *the most extraordinary circumstances*" (emphasis added).
	e) Censoring objectionable content. NOTE: While **em dashes** are used to show the omission of letters of a censored word, the bracketed information censors the entire word.	e) He told them to "shut the [expletive] door!"
	f) a <u>Parenthetical Within A Parenthetical.</u> If parenthetical content requires an inside parenthetical content, use brackets instead of another set of parentheses to eliminate confusion. f2) If the original quoted material contains brackets, this should be noted to eliminate misunderstanding of attribution; **use parentheses.** NOTE: the quote inside a quote	f) In his twenties, he toured the country giving lectures to physics students (subsequently published as *M-theory for Dummies* [2008]). f2) Richardson finds support in an earlier study by the Somesuch Foundation: "The authors acknowledge that 'during the four years he [Bob Jones] was governor, average real wages were flat.'" (Brackets in original.)
/ (the slash)	Known as the **virgule**, it <u>should be avoided in FORMAL writing</u>. Never use a backslash (\) in place of a slash. a) POETRY The slash, with one space on either side, indicates a line break.	a) Consider the words of Robert Frost in his poem "The Road Not Taken": "I took the one less traveled by, / And that has made all the difference."

	b) PER (shorthand)	b) He received an $800/week salary. He reached a top speed of 250 km/h.
	c) AND (shorthand)	c) He is enrolling in the JD/MBA program at Harvard.
	d) OR (shorthand). NOTE: Do not use and/or. It is ambiguous. Re-word the sentence.	d) Each guest must present his/her ticket prior to entry. Once the new president is elected, he/she will have little time to waste. BUT The deficit reduction will be achieved by spending cuts and/or tax increases. REWORD TO: The deficit reduction will be achieved by **either** spending cuts **or** tax increases**, or both**.
	e) In place of the Latin preposition *cum,* which means "combined with," "also used as," or "along with being." He worked in his office-*cum*-dining room. This is often still used in British writing.	e) He worked in his office/dining room.
	f) <u>Abbreviations</u> NOTE: Except for some (c/o and P/E are examples), such abbreviations are NOT used in your writing, but may be used in notetaking or transcribing or quoting authentically from another person or document. f2) <u>FRACTIONS</u> (In formal writing, use "one-half" or "one quarter", etc.	f) in care of = c/o price-to-earnings ratio = P/E ratio with = w/ He wanted a pizza w/mushrooms. without = w/o He wanted a pizza w/o mushrooms. because = b/c He cried b/c the onion juice got in his eyes. f2) The yield was 1/2 of the original expected net yield.
	g) <u>Contrast, Conflict, Connection.</u> NOTE: The **en-dash** can also be used here.	g) The Paris/London train leaves in an hour. The perfectly illustrates the nature/nurture debate. **OR**

		The Paris–London train leaves in an hour. This perfectly illustrates the nature–nurture debate.
	h) Two-year spans of time.	h) This audit covers only the 2005-6 fiscal year. Everyone is still talking about the 1811-12 New Madrid earthquakes in Tennessee.
{ } (the braces, or "curly brackets")	Used in various programming languages, certain mathematical expressions, and some musical notation. They should NEVER be used in place of parentheses ( ) or square brackets [ ].	
? (the question mark)	No need for explanation.	
! (the exclamation mark)	No need for explanation.	