

Punctuation Quick Guide

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| <p>COLON (:)</p> <p>USE: Introduces:</p> <ul style="list-style-type: none"> (a) Introduces lists words or phrases. (b) Explanation, elaboration, or emphasis (c) Introduces a quotation. <p>*NOTE: All of these uses must occur after a complete sentence.</p> <p>FORMULA:</p> <ul style="list-style-type: none"> (a) <u>Complete Sentence</u>: list. (b) <u>Complete Sentence</u>: <u>explanation/elaboration/emphasis</u>. (c) <u>Complete Sentence</u>: <u>quotation</u>. | <p>SEMI-COLON (;)</p> <p>USE:</p> <ul style="list-style-type: none"> (a) Punctuates compound sentences (two sentences blended into one).* (b) Punctuates a lengthy list of phrases that also contain commas. <p>FORMULA:</p> <ul style="list-style-type: none"> (a) <u>Complete Sentence</u>; { transition word of phrase, } <u>Complete Sentence</u>. |
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| <p>DASH (—)</p> <p>USE:</p> <ul style="list-style-type: none"> (a) Interrupts a sentence. <p>FORMULA:</p> <ul style="list-style-type: none"> (a) <u>Complete Sentence</u>—<u>interrupting phrase</u>—<u>rest of sentence</u>. | <p>HYPHEN (-)</p> <p>USE:</p> <ul style="list-style-type: none"> (a) Connects two or more words to create a new concept. (b) Indicates duration. <p>Ex: (a) On the <u>twenty-third</u> of May...</p> <p style="padding-left: 20px;">(b) Gary Bucket (1608-1674)</p> |
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| <p>ELLIPSIS (...)</p> <p>USE: Omits originally present words in a quotation.</p> <p>FORMULA: “Quote {...} Continued Quote.”</p> |
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| <p>APOSTROPHE (’)</p> | |
| <p>USE:</p> <ul style="list-style-type: none"> (a) Shows possession/ownership. (b) Contracts two words into one.* <p>*Note: It is generally considered incorrect form to include contractions in academic writing.</p> | <p>Ex: (a) Laura’s coat... Fensky’s article claims... Amber didn’t argue her point clearly.</p> |

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| <p>“DOUBLE QUOTATION MARKS”</p> <p>USE:</p> <ul style="list-style-type: none"> (a) Indicates a quotation. (b) Punctuates the title of a short work such as the titles of poems, articles, songs, short stories, etc. | <p>‘SINGLE QUOTATION MARKS’</p> <p>USE:</p> <ul style="list-style-type: none"> (a) Indicates a quotation within a quotation. |
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| <p><i>ITALICS & UNDERLINING</i></p> <p>USE: Punctuates the title of a long work such as the titles of novels, magazines, newspapers, etc.</p> |
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*Note: Italics and underlining can be interchangeable for the purpose of punctuating the titles of long works. However, the standard convention is to limit the use of underlining to hand-written assignments and italics for typing.

| (PARENTHESES) | [BRACKETS] |
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| USE: Sets off information that is not part of the main sentence but is still relevant. | USE: Used for inserting explanatory notes within a quote. Ex: “These [shoes] are not worth a dime,” she said. |

PLEASE NOTE: This sheet is meant to be an abbreviated guide to punctuation usage. Additionally usages for these punctuations can be found in more in-depth guides. For further usages, please refer to the following sources:

Brandon, Lee, and Kelly Brandon. *Sentence, Paragraphs & Beyond*. 4th ed. New York: Houghton Mifflin Company, 2005. Print.