

Punctuation Marks

Punctuation marks separate sentences and parts of sentences to make the meaning more clear.

<p>Full stop or Period (.)</p> <ol style="list-style-type: none"> 1. Marks the end of a sentence <i>Camels live in the desert.</i> 2. Indicates abbreviated words <i>Company → Co.</i> 	<p>Colon (:)</p> <p>Indicates that a list, quotation or summary is about to follow <i>Grocery list: milk, eggs, apples ,and bananas¹</i></p>
<p>Comma (,)</p> <ol style="list-style-type: none"> 1. Separates the items of a list². <i>Milk, eggs, apples and bananas</i> 2. Separates three or more adjectives <i>She has big, beautiful, brown eyes.</i> 3. Used instead of 'and' when there are two adjectives <i>It was a nice, short movie.</i> 4. Used for numbers over 999 <i>1,000 750,000 1,000,000</i> 5. Used for addresses, dates, and titles following names <i>Riyadh, Saudi Arabia November 4, 1998 Khalid Abdullah, professor of English</i> 6. Before or after direct speech <i>She said, "I'm on my way."</i> <i>"I'm on my way," she said.</i> 7. Before coordinating conjunctions (for, and, but, or, yet, so, etc.) that join two separate clauses <i>He did not want to go, but he went anyway.</i> 8. Used for parenthetical elements, which are parts of sentences that can be removed without changing the meaning. <i>Norah, my sister, is not coming.</i> 9. After an introductory element <i>On his way to work, he stopped to get coffee.</i> 10. Sentence adverbs (however, unfortunately, surprisingly, etc.) often require one or two commas, depending on their position in a sentence. <i>However, he did not arrive on time.</i> <i>He, however, did not arrive on time.</i> 11. Adverbial clauses often need commas when they come at the beginning of a sentence (but not at the end). <i>If I buy a car, I will drive you anywhere you want.</i> 	

¹ American punctuation conventions add a comma before *and* at the end of a list.

² British punctuation conventions do not add a comma before *and* at the end of a list.

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<p>Exclamation mark (!) Used at the end of a sentence to indicate an emotion, such as surprise, anger, and alarm <i>This is disgraceful!</i></p>	<p>Ellipses (...) Indicates that material has been left out of a comment <i>"A colon Indicates that a list ... is about to follow."</i></p>
<p>Apostrophe (') 1. Shows that something has been left out, as in contractions <i>Do not → don't</i> 2. Indicates the ownership/possession of a noun <i>The boy's toy</i></p>	<p>Hyphen (-) Used to link two or more words that normally would not be placed together in order that they would work as one idea</p> <ul style="list-style-type: none"> ▪ <i>There are four types of information-related machines.</i> ▪ <i>The six-year-old wanted ice cream.</i>
<p>Parentheses () Used to include extra or nonessential material in sentences <i>It was unusual to see Abeer awake so early (as she normally goes to bed late), which is why Reema greeted her with amazement.</i></p>	<p>Quotation marks (" ") Used to indicate the beginning and end of a word or phrase that is special (e.g., a previously mentioned technical term), or that comes from other texts</p> <ul style="list-style-type: none"> ▪ <i>What Richard Schmidt refers to as "noticing" is cognitive registration of stimuli.</i> ▪ <i>David Crystal argues that punctuation "plays a critical role in the modern writing system."</i>
<p>Semi-colon (;) Separates two complete sentences that are closely linked. <i>Do not go near the lions; they could bite.</i></p>	<p>Question mark (?) Used at the end of sentences that are questions <i>How are you?</i></p>

Important Editing Conventions

- Leave space after the full stop, colon, comma, exclamation mark, ellipses, semi-color, and question mark.
- **Do not** leave space after the apostrophe, hyphen, and parenthesis.
- With quotation marks:
 - **Do not** leave space after opening quotation marks.
 - Include final punctuation mark within the quote.
 - Leave space after closing quotation marks.