

Section 1

Punctuation: Major Marks

The Period (§§101–109)

- At the End of a Statement or Command (§§101–102)
- At the End of a Polite Request or Command (§103)
- At the End of an Indirect Question (§104)
- With Decimals (§105)
- In Outlines and Displayed Lists (§§106–107)
- With Headings (§108)
- A Few Don'ts (§109)

The Question Mark (§§110–118)

- To Indicate Direct Questions (§§110–113)
- To Indicate Questions Within Sentences (§§114–117)
- To Express Doubt (§118)

The Exclamation Point (§§119–121)

- To Express Strong Feeling (§§119–120)
- With *Oh* and *O* (§121)

The Comma (§§122–175)

- Basic Rules for Commas That Set Off (§122)
- Basic Rules for Commas That Separate (§§123–125)
- With Clauses in Compound Sentences (§§126–129)
- With Clauses in Complex Sentences (§§130–132)
 - Introductory Dependent Clauses (§130)
 - Dependent Clauses Elsewhere in the Sentence (§§131–132)
- With Clauses in Compound-Complex Sentences (§§133–134)
- With Participial, Infinitive, and Prepositional Phrases (§§135–137)
 - Introductory Phrases (§135)
 - Phrases at the Beginning of a Clause (§136)
 - Phrases Elsewhere in the Sentence (§137)
- With Transitional Expressions and Independent Comments (§§138–143)
 - At the Beginning of a Sentence (§139)
 - At the End of a Sentence (§140)
 - Within the Sentence (§141)
 - At the Beginning of a Clause (§142)
 - With the Adverb *Too* (§143)

With Interruptions and Afterthoughts (§144)
 With Direct Address (§145)
 With Additional Considerations (§146)
 With Contrasting Expressions (§147)
 With Identifying, Appositive, or Explanatory Expressions (§§148–152)
 With Residence and Business Connections (§153)
 In Dates (§§154–155)
 With *Jr.*, *Sr.*, Etc. (§§156–158)
 With *Inc.* and *Ltd.* (§159)
 In Geographic References and Addresses (§§160–161)
 In a Series (§§162–167)
 With Adjectives (§§168–171)
 To Indicate Omitted Words (§172)
 To Indicate Unusual Word Order (§173)
 For Special Emphasis (§174)
 For Clarity (§175)

The Semicolon (§§176–186)

Between Independent Clauses—*And*, *But*, *Or*, or *Nor* Omitted (§176)
 Between Independent Clauses—*And*, *But*, *Or*, or *Nor* Included (§177)
 With Transitional Expressions (§§178–180)
 With *For Example*, *Namely*, *That Is*, Etc. (§§181–183)
 Before an Independent Clause (§181)
 At the End of a Sentence (§182)
 Within a Sentence (§183)
 In a Series (§§184–185)
 With Dependent Clauses (§186)

The Colon (§§187–199)

Between Independent Clauses (§187)
 Before Lists and Enumerations (§§188–191)
 In Expressions of Time and Proportions (§§192–193)
 In Business Documents (§194)
 In References to Books or Publications (§195)
 Capitalizing After a Colon (§§196–199)

➤ *For definitions of grammatical terms, see the appropriate entries in the Glossary of Grammatical Terms (Appendix D).*