

# Rules of Grammar

## Capitalization

- 01** Capitalize all proper nouns and all proper adjectives (adjectives derived from proper nouns). The chart below provides a quick overview of capitalization rules. The information following the chart explains specific or special uses of capitalization.

### Capitalization At A Glance

Days of the week.....	Sunday, Monday, Tuesday
Months.....	June, July, August
Holidays, holy days.....	Thanksgiving, Easter, Hanukkah
Periods, events in history.....	Middle Ages, the Renaissance
Special Events.....	the Battle of Bunker Hill
Political parties.....	Republican Party, Democrats, Socialists
Official documents.....	Declaration of Independence
Trade names.....	Oscar Mayer hot dogs, Ford Taurus
Formal epithets.....	Alexander the Great
Official titles.....	Mayor John Spitzer, Senator Kennedy
Official state nicknames.....	the Golden State, the Peach State
Geographical names	
Planets, heavenly bodies.....	Earth, Jupiter, the Milky Way
Continents.....	Australia, South America
Countries.....	Ireland, Sri Lanka, China
States, provinces.....	Ohio, Utah, Nova Scotia
Counties.....	Juneau, San Diego, Clayton
Cities, towns, villages.....	New York City, Burlington, Wonewoc
Streets, roads, highways.....	Park Avenue, Route 66, Interstate 10
Sections of a country or continent.....	the Southwest, the Far East
Landforms.....	the Rocky Mountains, the Sahara Desert
Bodies of water.....	Nile River, Lake Superior, Pumpkin Creek
Public areas.....	Yellowstone National Park

- 02** Capitalize words like *father*, *mother*, *uncle*, and *senator* when they are parts of titles that include a personal name or when they are substituted for proper nouns (especially in direct address).

Hi, **Uncle** Duane! (*Uncle* is part of the name.)

My **uncle** has a new Harley.

Did you know that **Senator** Proxmire owns a Harley?

The **senator** is a cool guy.

**Mom** has been appointed **postmaster general**.

We are relieved to see you, **Ambassador**.

*Note:* To test whether a word is being substituted for a proper noun, simply read the sentence with a proper noun in place of the word. If the proper noun fits in the sentence, the word being tested should be capitalized; if the proper noun does not work in the sentence, the word should not be capitalized.

(*Further note:* Usually the word is not capitalized if it follows a possessive – *my*, *his*, *our*, etc.)

Did **Mom** (**Susan**) say we could go? (*Susan* works in this sentence.)

Did your **mom** (**Susan**) say you could go? (*Susan* does not work here; the word *mom* also follows the possessive *your*.)

- 03 Words such as *home economics*, *history* and *science* are proper nouns when they are the titles of specific courses, but are common nouns when they name a field of study. “That guy failed his **home economics** assignment because he tried to cook eggs in the microwave oven.” (a field of study)  
“Who teaches **History 202?**” (title of a specific course)  
“The same guy who teaches that **sociology** course.” (a field of study)

*Note:* The words *freshman*, *sophomore*, *junior*, and *senior* are not capitalized unless they are part of an official title: The **sophomores** are allowed to attend the Palisades Charter High School **Junior** Prom.

- 04 Words that indicate particular sections of the country are proper nouns and should be capitalized; words that simply indicate direction are not proper nouns.

Skiing is popular in the **North**.  
Sparrows fly **south** for some reason.  
We visited some friends in **western** Wisconsin.

- 05 Nouns or pronouns that refer to the Supreme Being are capitalized.

**God**                      **Him**                      **Jehovah**                      the **Lord**                      the **Savior**                      **Allah**

- 06 The word *Bible* and the books of the Bible are capitalized; likewise, the names for other holy books and sacred writings are capitalized.

**Bible**                      **Book of Psalms**                      **Ecclesiastes**                      the **Koran**                      the **Talmud**

- 07 Capitalize the first word in every sentence and the first word in a full-sentence direct quotation.

**He** never saw a snake he didn't like.  
“**You** kids stop fightin' this minute,” shouted Mom, “or there'll be no videos tonight!”

Capitalize the first word in each sentence that is enclosed in parenthesis if that sentence comes before or after another complete sentence.

Converted Republican Ronald Reagan won the '84 election by a comfortable margin. (**He** won 49 of the 50 states.)

Do not capitalize a sentence that is enclosed in parentheses and is located in the middle of another sentence.

Converted Republican Ronald Reagan (**he** was an active member of the Democratic Party early in his career) won the '84 election by a comfortable margin.

Capitalize a complete sentence that follows a colon *only* if that sentence is a formal statement or a quotation. Also capitalize the sentence following a colon if you want to emphasize that sentence.

It was Ralph Waldo Emerson who made the following comment: “**What** you do speaks so loud that I cannot hear what you say.”  
“All that mankind has done, thought, gained, or been: **It** is lying as in magic preservation in the pages of books.” -- *Thomas Carlyle*

- 08 Capitalize the first word in a line of poetry *only* when the author does the same.

“**The** colors of their tails                      “**wholly** to be a fool  
**Were** like the leaves themselves.”                      **While** Spring is in the world.”  
-- Wallace Stevens                      -- c. c. cummings

- 09 Capitalize races, nationalities, languages, and religions.

**Muslim**                      **Navajo**                      **Canadian**                      **Caucasian**  
**French**                      **Hebrew**                      **Catholic**                      **Latino**

- 10 Capitalize the first word of a title, the last word, and every word in between except articles (a, an, the), short prepositions, and coordinating conjunctions. Follow this rule for titles of books, newspapers, magazines, poems, plays, songs, articles, films, works of art, pictures, and stories.

**Milwaukee Journal**                      **A Midsummer Night’s Dream**                      **Sports Illustrated**  
**The Red Badge of Courage**                      **The Good, the Bad, and the Ugly**

- 11 Capitalize the name of an organization, association, or team and its members.

**New England Historical Society**                      **Elk Rapids High School Drama Club**  
**Burlington Memorial Hospital Auxiliary**                      **Fond du Lac Jaycees**  
**the Red Cross**                      **Green Bay Packers**                      **Republican, Democratic Party**

- 12 Capitalize abbreviations of titles and organizations. (Some other abbreviations are also capitalized.)

**U.S.A.**                      **NAACP**                      **M.D.**                      **Ph.D.**                      **B.C.E.**                      **C.E.**                      **R.R.**

Also capitalize the letters used to indicate form or shape.

**U-turn**                      **I-beam**                      **S-curve**                      **T-shirt**

- 13 **Do not capitalize** any of the following: (1) a prefix attached to a proper noun, (2) seasons of the year, (3) words used to indicate direction or position, or (4) common nouns that appear to be part of a proper noun.

<b>CAPITALIZE</b>	<b>DO NOT CAPITALIZE</b>
American.....	<i>un-American</i>
January, February.....	<i>winter, spring</i>
The South is quite conservative.....	Turn <i>south</i> at the stop sign.
Are you going to the Junior Prom?.....	Only <i>juniors</i> are welcome.
Duluth Central High School.....	a Duluth <i>high school</i>
Governor Michael Dukakis.....	Michael Dukakis, our <i>governor</i>
President George Bush.....	George Bush, our <i>president</i>
The planet Earth is egg shaped.....	The <i>earth</i> we live on is good.
I’m taking History 101.....	I’m taking <i>history</i> .

## Punctuation

### PERIOD

- 14 A **period** is used to end a sentence that makes a statement or gives a command that is not used as an exclamation.

**“That guy is coming over here.”**  
**“Don’t forget to smile when you talk.”**  
**“Hello, young man.”**  
**“Hi.”**

It is not necessary to place a period after a statement that has parentheses around it and is part of another sentence.

**Boris gave Dmitry an earwich (an earwich is one piece of buttered bread slapped on each ear) and ran for her life.**

- 15 An **ellipsis** (three periods) is used to show that one or more words have been omitted in a quotation. (Leave one space before and after each period when typing.)

**“Give me your tired . . . yearning to breathe free.”**

If an omission occurs at the end of a sentence, the ellipsis is placed after the period that marks the conclusion of the sentence.

**“Ernest Hemingway was fond of fishing. . . . His understanding of that sport is demonstrated in many of his writings.”**

*Note:* If the quoted material is a complete sentence, even if it was not in the original, use a period, then an ellipsis.

An ellipsis also may be used to indicate a pause.

**“Well, Dad, I . . . ah . . . ran out of gas . . . had two flat tires . . . and ah . . . there was a terrible snowstorm on the other side of town.”**

- 16 A period should be placed after an initial.

**Dena W. Kloosterman      Thelma J. Slenk      D. H. Lawrence**

- 17 A period is placed after each part of an **abbreviation** – unless the abbreviation is an acronym. An **acronym** is a word formed from the first (or first few) letters of words in a set phrase.

**Abbreviations: Mr. Mrs. Ms. a.m. p.m. Dr. B.C.E. C.E.**

**Acronyms: WAC (Women’s Army Corps) radar (radio detecting and ranging)  
NATO (North Atlantic Treaty Organization)**

When an abbreviation is the last word in a sentence, only one period should be used at the end of the sentence.

**When she’s nervous, she bites her nails, wrings her hands, adjusts her clothes, etc.**

- 18 Use a period as a decimal and to separate dollars and cents.

**6.1 percent                      28.9 percent                      \$3,120.31**

## COMMA

- 19 A **comma** may be used between two independent clauses that are joined by coordinating conjunctions such as these: *but, or, nor, for, and, yet, so*.

**My friend smokes constantly, but he still condemns industry for its pollution.**

*Note:* Do not confuse a sentence with a compound verb for a compound sentence.

**My friend smokes but still condemns industry for its pollution.** (This is a simple sentence with a compound verb; use no comma.)

- 20 Commas are used to separate individual words, phrases, or clauses in a series. (A series contains at least three items.)

**I used a Rapala lure, a silver spoon, and a night crawler harness. The bait I used included kernels of corn, minnows, pork rind, larvae, and spawn sacks.**

*Note:* Do not use commas when the words in a series are connected with *or, nor, or and*.

**I plan to catch bass or trout or sunfish.**

- 21 Commas are used to enclose an explanatory word or phrase inserted into a sentence.

**Spawn, or fish eggs, are tremendous bait.**

An **appositive**, a specific kind of explanatory word or phrase, identifies or renames a preceding noun or pronoun. (Do not use commas with *restrictive appositives*. See the third example below and #25.)

**My father, an expert angler, uses spawn to catch brook trout.**

**The objective, to hook fish, is easier to accomplish with spawn.**

**The word *angleworm* applies to an earthworm used for fishing.**

- 22 Commas are used to separate coordinate adjectives, adjectives that *equally* modify the same noun.  
**Trout gobble up the *small, soft, round* eggs.**

Notice in the example above that no comma separates the last adjective from the noun.  
*Most small panfish also eat spawn.*

In the example above, *most* and *small* are not separated by a comma because the two adjectives do *not* equally modify *panfish*. To determine whether adjectives modify equally, use these two tests: (1) Shift the order of the adjectives; if the sentence is clear, the adjectives modify equally. (If *most* and *small* were shifted in the example above, the sentence would be unclear.) (2) Insert *and* between the adjectives; if the sentence reads well, use a comma when *and* is omitted.

- 23 Commas are used to separate contrasted elements from the rest of the sentence and are often used to show word omission in certain grammatical constructions.  
**We need strong minds, not strong emotions, to solve our problems.  
Wise people learn from the mistakes of others; fools, from their own.**  
(The comma is used to show that the word *learn* has been omitted from the second half of the sentence.)

- 24 A comma should separate an adverb clause or a long modifying phrase from the independent clause that follows it.  
**“If you cannot get rid of the family skeleton, you may as well make it dance.”**  
■ *George Bernard Shaw*

*Note:* A comma is usually omitted if the phrase or adverb clause follows the independent clause.  
**“This will never be a civilized country until we spend more money for books than we do for chewing gum.”**  
-- *Elbert Hubbard*

- 25 Commas are used to enclose **nonrestrictive** phrases and clauses. Nonrestrictive phrases or clauses are those that are not essential or necessary to the basic meaning of the sentence. **Restrictive** phrases or clauses – those that are needed because they restrict or limit the meaning of the sentence – are not set off with commas. Compare the nonrestrictive and restrictive clauses in the following examples:

**Rozi, who is making funny faces, is my sister.**

*Note:* The clause *who is making funny faces* is merely additional information; it is **nonrestrictive** (not required). If the clause were left out of the sentence, the meaning of the sentence would remain clear since the name of the girl is given.

Compare the following examples:

**The novelist Sinclair Lewis was the first American writer to win a Nobel Prize for literature. (restrictive)**

**Sinclair Lewis, a novelist, was the first American writer to win a Nobel Prize for literature. (nonrestrictive)**

- 26 Commas are used to set off items in an address and items in a date.  
**They live at 15777 Bowdoin Street, Pacific Palisades, California 90272, during the summer.**  
*Note:* Do not use a comma to separate the state from the ZIP code.

**Democracy would be dead by Wednesday, July 4, 1984, according to George Orwell.  
Orwell wrote that in July 1949 with pen in cheek.**

*Note:* If only the month and year are given, it is not necessary to separate them with a comma.

- 27 Commas are used to set off the exact words of the speaker from the rest of the sentence.  
**“Didn’t you know,” she exclaimed, “that dirty socks can stunt your growth?”**
- 28 A comma is used to separate an interjection or weak exclamation from the rest of the sentence.  
*Hey, will you do me a favor?*  
**Yes, I’d be happy to.**  
*Wow, that was quite a tip!*
- 29 Commas are used to set off a word, phrase, or clause that interrupts the movement of a sentence. Such expressions usually can be identified through the following tests: (1) They may be omitted without changing the substance or meaning of a sentence. (2) They may be placed nearly anywhere in the sentence without changing the meaning of the sentence.  
*As a general rule, the safest way to double your money is to fold it and put it in your pocket.*  
**That is, however, only true for those with deep pockets.**
- 30 Commas are used to separate a series of numbers in order to distinguish hundreds, thousands, millions, etc.  
**The Democrats wasted \$720,806 on a foolish domestic program. The Republicans invested \$1,320,252 to prove that the Democrats wasted money.**
- 31 Commas are used to enclose a title or initials and names that follow a surname.  
**J. L. Vanderlaan, Ph.D., and G. S. Bruins, M.D., sat in their pajamas playing Old Maid. Ashe, H., Hickok, J. B., and Cody, William F., are three popular Western heroes. Casey Jones, Jr., was a good friend of John Henry, Sr.**
- 32 Commas are used to separate a **vocative** from the rest of the sentence. (A *vocative* is the noun that names the person or persons spoken to.)  
**Don’t you realize, George, that you’re the very first president who thinks we need independence?**  
*Benedict, honey, stop giggling. Don’t you know it’s dangerous to let the little Franklin boy play with your kite in such awful weather?*
- 33 A comma may be used for clarity or for emphasis. There will be times when none of the traditional comma rules call for a comma, but one will be needed to prevent confusion or to emphasize an important idea. Use a comma in either case.  
**Several days before, he had complained of headaches.** (*clarity*)  
**What she does, does matter to us.** (*clarity*)  
**Those who can, tell us what happened.** (*clarity*)  
**“They can’t yank a novelist like they can a pitcher. A novelist has to go the full nine, even if it kills him.”** -- Ernest Hemingway (*emphasis*)

*Note:* **Do not use a comma** that could cause confusion. There should be no comma between the subject and its verb or the verb and its object. Also use no comma before an indirect quotation. (The circled exaggerated commas should not be used.)

**The man who helped us unload the truck, is my uncle.**

**Uncle Hank said, he would never again move my player piano.**

## SEMICOLON

- 34 A **semicolon** is used to join two or more independent clauses that are not connected with a coordinating conjunction. (This means that each of the clauses could stand alone as a separate sentence.)

**I once had a '55 Chevy with a 283; that was the first V-8 I ever owned.**

*Note:* The exception to this rule can occur when the two clauses are similar, short, or conversational in tone.

**To rule is easy, to govern is difficult.**

- 35 A semicolon is used to join two independent clauses within a compound sentence – when the clauses are connected only by a conjunctive adverb. (Common conjunctive adverbs are these: *also, as a result, besides, for example, furthermore, however, in addition, instead, meanwhile, moreover, nevertheless, similarly, then, therefore, thus.*)

**My neighbor proudly brags that he is free from racism; however, he also feels compelled to say that one of his childhood friends was black.**

- 36 A semicolon is used to separate independent clauses that are long or contain commas.

**My favorite foods are liver and onions; peanut butter and banana sandwiches; pizza with cheese, pepperoni, onions, and mushrooms; and diet ginger ale. Does this make me weird?**

- 37 A semicolon is used to separate groups of words or phrases that already contain commas.

**I packed a razor, toothbrush, and deodorant; blue jeans, bathing suit, and jacket; tennis balls, fish hooks, and golf clubs.**

## COLON

- 38 A colon may be used after the salutation of a business letter.

**Dear Ms. Asche:**

**Dear Mr. President:**

- 39 A colon is used between the parts of a number that indicate time.

**8:22 a.m.**

**11:03 p.m.**

- 40 A colon may be used to emphasize a word, phrase, clause, or sentence that explains or adds impact to the main clause.

**Television entertains America's children with the most popular theme of the day: violence. In a single evening children can witness robberies, fistfights, riots, and murders: all in the quiet confines of their living rooms.**

- 41 A colon is used to introduce a list.

**Debbie dropped the purse and out spilled the contents: fingernail clipper, calculator, car keys, wallet, comb, and crumpled papers.**

- 42 A colon should not separate a verb from its object or complement, and it should not separate a preposition from its object.

**Incorrect: Hubert hated: spelling, geography, history, and reading.**  
(separates verb from objects)

**Correct: Hubert hated his subjects: spelling, geography, history, and reading.**

**Correct: Hubert hated these: spelling, geography, history, and reading.**

**Incorrect: He just looked at: his fingernails, the ceiling, and the teacher.**  
(separates preposition from objects)

**Correct: He just looked at other subjects: his fingernails, the ceiling, and the teacher.**

43 The colon is used to distinguish between title and subtitle, volume and page, and chapter and verse in literature.

*Writers INC: A Student Handbook for Writing and Learning*  
*Encyclopedia Americana IV: 211*  
*Psalm 23:1-6*

44 A colon may be used to formally introduce a sentence, a question, or a quotation.

## DASH

45 The **dash** is used to indicate a sudden break or change in the sentence.

**“The sun – the bright sun, that brings back not light alone, but new life, and hope, and freshness to man – burst upon the crowded city in clear and radiant glory.”** -- C. Dickens

46 A dash may be used to emphasize a word, series, phrase, or clause.

**He ran downstage, glared at the audience, screamed his terrible epithet – and his pants fell down.**  
**“The writer is by nature a dreamer – a conscious dreamer.”** -- Carson McCullers

47 A dash may be used to show interrupted or faltering speech in dialogue. (*Note: A dash is indicated by two hyphens --without spacing before or after --in all handwritten and typed material.*)

**Why hello, Jeremy -- yes, I understand -- no, I remember --oh, I want to --of course I won't --why, yes, I --it was so nice to talk with you again.**

*Note: A dash may also be used to show that words or letters are missing.*

## HYPHEN

48 The hyphen is used to make a compound word.

**Great-great-grandfather                      run-of-the-mill                      mother-in-law**  
**three-year-old                                      26-year-old songwriter                      teacher-poet (coequal nouns)**  
**The Ford-Carter debates helped make peanut butter as patriotic as apple pie.**

*Note: Don't use a single hyphen when a dash, two hyphens, is required.*

49 A hyphen is used between the elements of a fraction, but not between the numerator and denominator when one or both are already hyphenated.

**four-tenths                                      five-sixteenths                                      (7/32) seven thirty-seconds**

*Note: Use hyphens when two or more words have a common element that is omitted in all but the last term.*

**We have cedar posts in four-, six-, and eight-inch widths.**

50 A hyphen is used to join a capital letter to a noun or participle.

**U-turn                                      A-center                                      T-shirt                                      V-shaped**

51 A hyphen is usually used to form new words beginning with the prefixes *self*, *ex*, *all*, *great*, and *half*. It is also used to join any prefix to a proper noun, a proper adjective, or the official name of an office. A hyphen is used with the suffix *elect*.

**ex-mayor                      self-esteem                      all-knowing                      pro-American                      mid-May**  
**post-Depression                      president-elect                      governor-elect                      great-grandson                      half-baked**

*Note: Use a hyphen with other prefixes or suffixes to avoid confusion or awkward spelling.*

**re-cover (not *recover*) the sofa                                      shell-like (not *shelllike*)**

52 The hyphen is used to join the words in compound numbers from *twenty-one* to *ninety-nine* when it is necessary to write them out.

- 53 Use the hyphen to join two or more words that serve as a single adjective (a *single-thought* adjective) before a noun.

**slow-moving tank      mud-caked shoes      five-year-old child**

**“A pessimist is a person who looks both ways before crossing a one-way street.”** -- L.J. Peters

Note: When words forming the adjective come after the noun, do not hyphenate them.

**The tank ahead of us was slow moving. Max’s shoes are mud caked.**

When the first of the words is an adverb ending in *-ly*, do not use a hyphen; also do not use a hyphen when a number or letter is the first element in a one-thought adjective.

**freshly painted barn      grade A milk      number 360 sandpaper**

- 54 The hyphen is used to separate a word at the end of a line of print. A word may be divided only between syllables, and the hyphen is always placed after the syllable at the end of the line – never before a syllable at the beginning of the following line.

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### ADDITIONAL GUIDELINES FOR USING HYPHENS

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1. Always leave enough of the word at the end of the sentence so that the word can be identified.
2. Never divide a one-syllable word: *rained, skills, through*.
3. Avoid dividing a word of five letters or less: *paper, study, July*.
4. Never divide a one-letter syllable from the rest of the word: *omit-ted*, not *o-mitted*.
5. Always divide a compound word between its basic units: *sister-in-law*, not *sis-ter-in-law*.
6. Never divide abbreviations or contractions: *shouldn’t*, not *should-n’t*.
7. Avoid dividing the last word in a paragraph.
8. Never divide the last word in more than two lines in a row.
9. When a vowel is a syllable by itself, divide the word after the vowel: *epi-sode*, not *ep-isode*.
10. Avoid dividing a number written as a figure: *1,000,000*; not *1,000-000*.
11. Always check a dictionary if you are uncertain where a word should be divided.

- 55 The hyphen is used to join numbers that indicate the life span of an individual, the scores of a game, the term of an event, etc.

**The child lived a short life: 1971-1973.**

**The score, 78-27, suggests the nature of the Palisades – Hamilton basketball game.**

<b>QUESTION MARK</b>
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- 56 A **question mark** is used at the end of a direct question.

**Are you happy when relatives come to visit?**

**Do you have to give up your room?**

No question mark is used after an indirect question.

**My aunt always asks how I am doing in school.**

**I always wonder what “doing in school” means.**

- 57 When two clauses with a sentence both ask questions, one question mark is used.

**Do you remember, on the road trips, driving your parents crazy by asking, “Are we there yet?”**

- 58 The question mark is placed within parentheses to show uncertainty.

**Although my cousin is only 18 (?), he looks down his nose when he says hello to his younger cousins.**

- 59 A short question within parentheses is punctuated with a question mark.

**You may visit me next week (is that possible?) as long as your handshake is firm and you don’t pat my head.**

- 60 Only one question mark should punctuate a question. The following punctuation is both silly and incorrect.

**Do you mean that kid with the purple socks???**  
**Really! How was he able to do that???**

## EXCLAMATION POINT

- 61 The **exclamation point** is used to express strong feeling. It may be placed after a word, a phrase, or a sentence. (The exclamation point should be used sparingly.)

**Help! Mom! Help!**  
**Wow, what an incredible ride!**  
**Please! Tell me that's not my brother!**

- 62 Never write more than one exclamation point; such punctuation is incorrect and looks foolish.

**Isn't soccer fun!!!!**  
**The World Cup tournament is incredible!!!!**

## PARENTHESES

- 63 **Parentheses** are used to enclose explanatory or supplementary material that interrupts the normal sentence structure.

**Abraham Lincoln began his political career in Springfield (Ill.), where he served four terms as a state legislator. Following his fourth term, Lincoln tried unsuccessfully to capture the Whig Party's nomination. (Lincoln later joined the Republican Party.) After failing a second time to secure the nomination, Lincoln decided to make one last effort; if he failed, he would retire from politics. His third attempt was a major triumph, for Lincoln won not only the nomination, but the election as well (1846). He was soon off to Washington, D.C., where he was to become one of the most controversial of all U.S. presidents (Sandburg 42.)**

*Note:* Punctuation is placed within parentheses when it is intended to mark the material within the parentheses. Punctuation is placed outside parentheses when it is intended to mark the entire sentence, of which the parenthetical material is only a part. Also note that words enclosed by parentheses do not have to begin with a capital letter or end with a period—even though the words may compose a complete sentence.

- 64 For unavoidable parentheses within parentheses, use brackets (...[...]).

*Note:* Avoid excessive use of parentheses by using phrases or clauses set off by commas.

## QUOTATION MARKS

- 65 Quotation marks are placed before and after direct quotations. Only the exact words quoted are placed within quotation marks.

**"I really don't know," he said, "whether this year's drought will result in higher food prices, food shortages, or both."** (*Note:* The words *he said* are not in quotation marks because the person did not say them. Also, the word *whether* is not capitalized because it does not begin a new sentence.)

- 66 Quotation marks are placed before and after each entire passage being quoted.

**"My brother built a horse that could walk, buck, trot, and gallop. The torso of this 'creation' was a telephone pole. One end of the pole was bolted to the hitch of a tractor. The other end of the pole was bolted to a fifty-gallon barrel (a saddle was tied on the barrel). The center of the pole was straddled by a metal *U-frame*. One end of a large spring was connected to the top of the *U*. The other end of the spring was connected to the pole and suspended in the center of the *U*. The legs of the *U* were carried by spoked metal wheels –**



## UNDERLINING (ITALICS)

- 74 **Italics** is a printer's term for a style of type that is slightly slanted. In this sentence the word *happiness* is typed in italics. In handwritten or typed material, each word or letter that should be in italics is underlined.

**The novel To Kill a Mockingbird tells an important story. (typed)**

**The novel *To Kill a Mockingbird* tells an important story. (printed)**

- 75 Underlining (*italics* in print) is used to indicate a foreign word that has not been adopted in the English language; it also designates scientific names.

**Angst is a painful state of mind. (foreign word)**

**The chills and fever of malaria result from a bite by the anopheles mosquito.**

Underlining (*italics* in print) is used to designate a word, number, or letter that is being emphasized or discussed (referred to as a thing in itself). (See 68.)

**I aced my essay test because I understood the word classify.**

- 76 Underlining (*italics*) is used to indicate the titles of magazines, newspapers, pamphlets, books, plays, films, radio and television programs, book-length poems, ballets, operas, lengthy musical compositions, record albums, CD's, legal cases, and the names of ships and aircraft. (See 69.)

**A Tale of Two Cities (novel)**

**M\*A\*S\*H (television program)**

**Attack of the Killer Tomatoes (film)**

**Motorists Handbook (pamphlet)**

**New York Times or New York Times**

**U.S.S. Arizona (ship)**

*Note:* When the name of a city is part of the name of a newspaper, the name of the city need not be underlined.

**Exceptions:** Do not underline or put in quotation marks sacred writings (including the Bible and its many books) or the names of series. Also, do not put in quotation marks your own title at the top of your page.

**Bible, Genesis, Talmud (sacred writings)**

**NCTE Research Report No. 9 (series)**

**Twayne's World Authors Series (series)**

- 77 When one title appears within another title, punctuate as follows:

**"Upstairs, Downstairs is Back" (television program in an article)**

**"An Interpretation of 'The Raven'" (poem in an article)**

**A Tale of Two Cities as History (book in the title of another book)**

## BRACKETS

- 78 Brackets are used before and after material that a writer adds when quoting another writer.

**"Sometimes I think it [my writing] sounds like I walked out of the room and left the typewriter running." -- Gene Fowler**

*Note:* The brackets indicate that the words *my writing* were not part of the quotation but were added for clarification.

- 79 Place brackets around the material that has been added by someone other than the author or speaker.

**"Congratulations to the astronomy club's softball team, who put in, shall we say, a 'stellar' performance." [groans]**

- 80 Place brackets around an editorial correction.

**The French [German] relish sauerkraut.**



