SEMICOLONS

1. To separate 2 independent clauses that are not joined by a conjunction (for, and, nor, but, or, yet, so

2.) Before an adverb (therefore, however, consequently) that joins 2 independent clauses. Please be sure to add a comma after the conjunctive adverb.

3.) To separate items in a series that are already separated by commas, but need further clarification

COLONS

4.) Use a colon to introduce a list of items.

5.) Use a colon between two complete sentences when the second sentence explains or summarizes the first.

6.) Use a colon to introduce a long or formal quotation

7.) Use a colon to separate numbers indicating hours and minutes

8.) Use a colon for Biblical reference separating chapter and verse

9.) Use a colon at the end of salutations/greetings in business letter

10.) Labels signaling important ideas

COMMAS

11.) Use commas to separate items in a series. A series is three or more items written one after another

a. words c. short independent clauses

b. phrases d. two or more adjectives before a noun

12.) If all items in a series are joined by *and, or,* or *nor,* do not use commas to

separate them.

13.) Use a comma before *and, but, for, nor, or, so,* or *yet* when it joins independent clauses in a compound sentence

14.) Interrupters

a. Use commas to set off elements that interrupt the sentence, especially words

used in direct address

b. Use commas to set off appositives and appositive phrases when they are not necessary to the meaning of the sentence. Appositives rename nouns or pronouns in a sentence.

15.) Use a comma to set off certain introductory elements.

a. mild exclamations such as *well,* *oh,* or *why*

b. introductory words such as *yes* and *no*

c. introductory participial phrases (-ing words)

d. two or more introductory prepositional phrases or one long one.

16. Use a comma in dates, place names, letters, and proper name suffixes.