

# FREE GUIDE TO PUNCTUATION AND STYLE PDF



Merriam-Webster | 368 pages | 10 Sep 2008 | Merriam Webster,U.S. | 9780877799214 | English | Springfield, United States

## **Tips on Grammar, Punctuation and Style |**

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## Read Download Guide To Punctuation And Style PDF – PDF Download

Commas and semi-colons. If the rules you learned about commas and semi-colons don't mean much to you, forget them and try this: Read one of your sentences aloud and see where you would naturally pause, where you would draw a breath.

If it's a short pause, like that just was, you Guide to Punctuation and Style need a comma. If it's a longer pause, but not quite a full stop for which you'd need a period you probably need a semi-colon; remember that whatever follows a semi-colon must be able to stand on its own, as a full sentence, like this one. If you don't want Guide to Punctuation and Style reader to pause, there shouldn't be a comma, there, because as, this demonstrates it's very difficult to figure, out, what you're saying when your punctuation, makes the sentence unreadable.

Your sentences Guide to Punctuation and Style leave your reader hyperventilating Guide to Punctuation and Style the constant shallow breaths that over-punctuation requires. Nor should they be gasping for breath at the end of a long, Guide to Punctuation and Style sentence. Consider yourself responsible for your readers' cardiovascular health. Check your dashes and hyphens. When you're setting off a clause—this one is a good example—use the longer dash, called an m-dash.

You can indicate this dash with two hyphens—like this—if you don't have an m-dash function on your computer. Be sure that the parts of the sentence that precede and follow the dashes would make sense even if you removed the dashes and the words they bracket.

In the example above, the sentence is readable with or without the clause inside the dashes. You can also use the m-dash in place of a colon if you want to emphasize more dramatically the words that follow: "The mantelpiece was lined with photographs of people she loved—her mother, her grandmother, a favorite aunt.

Always identify abbreviations before you use them, unless you feel reasonably confident that the average intelligent reader would be able to identify the acronym—like when the acronym is more Guide to Punctuation and Style used than the words it stands for.

Keep in mind the audience for the particular essay you're writing, though; readers who are specialists in a particular discipline may not want or need to have terms spelled out for them. Try to avoid split infinitives. This is no longer a hard Guide to Punctuation and Style fast rule, and occasionally keeping an infinitive together in a sentence can introduce more awkwardness than the split, but usually the split is ungraceful.

Imagine: To be or to not be. Make sure all your referents are clear. When you say "This theory" or "that point" or, simply, "it," is it clear which theory or point you're referring to? When you use "he" or "she" or "these critics," will your reader have to pause to figure out who all these people are? We often throw in a "this" when we're not entirely sure exactly what we want to draw our readers' attention to, especially when we're making a complex argument with many different elements.

Sometimes vagueness in our language can be a symptom of muddled thinking. So ask yourself, what does this "this" refer to? What words would I replace it with? If you're not easily able to answer, you need to go back and work out your ideas in that section. Guide to Punctuation and Style will never understand what you mean when you don't know yourself. When you notice vague referents, or other apparently minor problems, take

the opportunity to ask yourself if there might be any larger problem lurking beneath your surface error.

See below. And while you're at it, consider whether you're twisting your sentences around to avoid any other grammatical points you're uncertain of. If so, take control! Liberate yourself! Learn the rules once and for all so you can write freely, instead of skulking around trying not to break the rules—or breaking them without realizing it.

Try starting a text file in which you list the rules you tend to forget, and keep it open when you write. You can look rules up in any style manual, or come to the Writing Center. That's the question you need to ask yourself if you're uncertain which word to use. Avoid passive voice. It tends to sap energy and Guide to Punctuation and Style from your prose. It's usually better to say "Einstein's theory" than "the theory that was formulated by Einstein. Italics and Guide to Punctuation and Style.

You can use one or the other but never both. They mean the same thing—underlining used to be a copy-editing mark to tell printers to set certain words in italic type.

Underlining italics meant the editor wanted the words taken out of italics. So underlining your already- italicized phrase is, in effect, like using a double negative. Be sure all of your sentences have parallel construction. This sentence doesn't have it: "Re- reading my first draft, I notice it's trite, repetitive, and with no thesis. Skip to main content. Main Menu Utility Menu Search.

## Writing Principles | USAGov Platform Style Guide | USAGov

So, there is a giant panda in the room, eating some shoots and leaves, toying with a loaded revolver and with one eye on the exit, wondering which way the sentence is going to pan out. Today, we find it difficult to read a hashtag if it contains more than two words, so imagine the problems that some sensible punctuation can help us avoid. When the ancient Greeks began using dots at various different heights to break up the text, it was only as an instruction how long the people reading it aloud should pause.

Over time, the printing press began to make personal copies of a text affordable, which people could read quietly to themselves. As a result, Aldus Manutius of Venice came up with a standard set of punctuation marks and the game was now about clarifying syntax — a game we are still playing to this day.

There are a few different types of punctuation marks. The groups with the strongest identities, perhaps, are the terminal points — the full stop. In formal writing, these are the only points that will end a sentence. However, if the writing is less formal, often trying to report speech or thoughts, there is also the ellipsis ... which indicates a trailing off, and the em-dash — which shows an interruption.

These three are sometimes used interchangeably, which can get ugly, but broadly speaking the latter two are used mostly to connect independent clauses. The ellipsis and em-dash can also be pressed into service as pause points in less formal writing, if needed.

Parentheses always come in pairs and are often referred to as brackets — but, technically, these [ ] are brackets and they serve a slightly different function, acting as an editorial device to highlight mistakes [sic].

You need a keen eye and a keener sense of grammar to tell the difference between the hyphen - the en-dash — Guide to Punctuation and Style, and the em-dash — but they each serve different functions. In British usage, however, the en-dash is widely considered an acceptable substitute for the em-dash so the latter can seem a little exotic when chanced upon. Hyphens should only be used in the creation of compound nouns, adjectives, etc. They can also be used to show a word has been split to wrap it Guide to Punctuation and Style two different lines in a newspaper: this is called word division.

The en-dash longer than the hyphen but shorter than the em-dash Guide to Punctuation and Style, should be used to connect numbers, like scores in football matches 1 — 0 to the Arsenal! Em-dash however, will turn their Guide to Punctuation and Style hands to several different tasks. They can stand in for commas he typed — barely stopping to wipe his fevered yet dignified brow — for over ten hours or parentheses his looks could stop traffic—even if it was already at Guide to Punctuation and Style lights or even a colon he was just like she liked her men—silent.

They are also used for m—sing Guide to Punctuation and Style of w—rds. To avoid confusion, perhaps, only the hyphen appears on your keyboard, although many word processing programs will automatically change a double hyphen to an em-dash.

They will also often automatically lengthen your hyphen into an en-dash if it feels it knows Guide to Punctuation and Style you meant to Guide to Punctuation and Style. As with many things linguistic, the British and American models of punctuation have some differences. For example, while a Brit would probably place single inverted commas before the full stop at the end of a sentence, an American might put their period inside the double quotation marks.

It gets a little weirder when direct quotes contain other quotes, as British English then uses the double marks for the quote-within-the-quote, whereas American English uses the single marks. Aside from this, there are only minor disagreements between the two versions of our common tongue on how best to punctuate titles Dr. We use cookies on our website to analyse usage and for advertising. By continuing to use this site, you agree to the use of cookies. Leave a comment.

