

PUNCTUATION RULES

RULE 1

Every sentence must end with a full stop.

Proper nouns (names of people, places, brands etc., i.e. unique instances of a class) must always be capitalised.

RULE 2

RULE 3

When you use opening quotation marks, do not forget to use closing quotation marks at the end of the quoted word or phrase

Quotation marks are when quoting or sometimes to convey irony, not for emphasis; emphasis is conveyed by emboldening or italicisation, followed by an exclamation mark.

RULE 4

RULE 5

Do not use an apostrophe when you are pluralising a word. The plural of toy is toys, not toy's. Apostrophes are used to form contractions (it is = it's) and indicate possession.

The ellipsis, used to indicate variously the intentional omission of a section of text, an unfinished thought and a trailing off into silence consists of only 3 dots. It is pointless to add more dots to an ellipsis.

RULE 6

RULE 7

As per the rules of British English, any punctuation mark that is not part of the quoted section of text must be placed outside of the quotation marks.

Do not link independent clauses with commas. Independent clauses are groupings of words that can stand alone as sentences.

RULE 8

RULE 9

Use a comma after the introductory element of a sentence. The introductory element is a word or phrase that begins a sentence by providing background, or simply modifies it.