

CAPITAL LETTERS

1. The first word of every sentence begins with a capital letter.
2. The first word of every line of poetry should begin with a capital letter.
3. Proper names of persons, places, days, etc., should begin with capital letters.
4. Titles of honor or distinction should begin with capital letters.
5. All appellations of the Deity should begin with capital letters.
6. Words denoting races or nations should begin with capital letters.
7. Most words derived from proper names should begin with capital letters.
8. Words of special importance may begin with capital letters.
9. I and O, used as single words, should be capital letters.
10. Emphatic words, phrases, and clauses are frequently printed in capitals.

PUNCTUATION

1. Punctuation is the art of dividing written discourse into sentences and parts of sentences, by means of points and marks.
2. The principal marks used in punctuation are the following :
Comma, Semicolon, Colon, Period, Interrogation Point, Exclamation Point, Dash, Parentheses, Brackets.

125. The Comma

The Comma denotes the slightest degree of separation between the parts of a sentence.

Rule 1. Two or more nouns, pronouns, adjectives, verbs, or adverbs, in the same construction, should be separated by commas. Ex. Spring, summer, autumn, and winter are called the seasons.

Rule 2. The members of a compound sentence, when short, and connected by conjunctions, should be separated by commas. Ex. He was not fond of the technical language of metaphysics, but he had grappled, like the giant he was, with its most formidable problems.

Rule 3. Two correlative clauses should be separated by commas. Ex. As in Adam all die, so in Christ shall all be made alive.

Rule 4. Each couplet of words arranged in pairs should be set off by commas. Ex. Sink or swim, live or die, I give my hand and my heart to this vote.

Rule 5. Words, phrases or clauses placed in opposition to each other should be separated by commas. Ex. Though deep, yet clear; though gentle, yet not dull.

Rule 6. When a verb is omitted, its place is usually supplied by a comma. Ex. War is the law of violence; peace, the law of love.

Rule 7. Transposed words, phrases, and clauses are usually set off by commas. Ex. Whom ye ignorantly worship, Him declare I unto you.

Rule 8. Adverbs used independently, or modifying an entire proposition, should be set off by commas. Ex. Indeed, you must wait a while.

Rule 9. Nouns and pronouns in the nominative absolute case by pleonasm or direct address, should be separated from the rest of the sentence by commas. Ex. Our souls, how heavily they go, to reach immortal joys.

Rule 10. Nouns in apposition, modified by other words than the, should be set off by commas. Ex. The butterfly, child of the summer, flutters in the sun.

Rule 11. A direct quotation should be set off by commas. Ex. Jesus said, "Peace, be still."

Rule 12. Words repeated for emphasis should be set off by commas. Ex. Verily, verily, I say unto you.

126. The Semicolon

The Semicolon denotes a degree of separation greater than that denoted by the comma.

Rule 1. The semicolon should be used before as, namely, etc., introducing an example or an illustration. Ex. There are four seasons; namely, spring, summer, autumn, and winter.

Rule 2. Clauses having a common dependence should be separated by semicolons. Ex. Experience teaches us, that an entire retreat from worldly affairs is not what religion requires; nor does it even enjoin a long retreat from them.

Rule 3. Semicolons should separate the members of compound sentences, if the connective is omitted, or if their parts are separated by commas. Ex. Straws swim upon the surface; pearls lie at the bottom.

127. The Colon

The Colon denotes a degree of separation greater than that indicated by the semicolon.

Rule 1. The colon should precede an example or a lengthy quotation, and follow the introduction to a speech. Ex. The Scriptures give us an amiable representation of the Deity in these words: "God is love."

Rule 2. The members of a compound sentence, whose parts are set off by semicolons, should be separated by colons. Ex. We do not say

that his error lies in being a good member of society; this, though only a circumstance at present, is a very fortunate one: the error lies in his having discarded the authority of God as his legislator; or, rather, in his not having admitted the influence of that authority over his mind, heart, or practice.

128. The Period

The Period denotes the greatest degree of separation.

Rule 1. The period should be placed at the end of a declarative or an imperative sentence. Ex. Evil communications corrupt good manners.

Rule 2. The period should be used after every abbreviated word. Ex. Dr. Smith; N.Y.; Ps. 23:4.

129. Interrogation Point or Question Mark

The Interrogation Point denotes that a question is asked. Ex. Where is Singapore?

130. Exclamation Point

The Exclamation Point denotes passion or emotion.

Rule: The exclamation point should be placed after expressions denoting strong emotion. Ex. Get out!

131. Dash

The Dash is a straight, horizontal line, placed between the parts of a sentence.

Rule 1. The dash should be used where a sentence breaks off abruptly, or where there is a change in its meaning or construction. Ex. If thou art he, so much respected once—but oh! how fallen! how degraded!

Rule 2. The dash is frequently used before and after a parenthesis—the curves being omitted. Ex. They see three of the cardinal virtues of dog or man—courage, endurance, and skill—in intense action.

132. Parentheses

Parentheses include an expression which has no necessary connection, in sense or construction, with the sentence in which it is inserted.

Rule. The curves should include those words which may be omitted without injury to the sense. Ex. My gun was on my arm (as it always is in that district), but I let the stoat kill the rabbit.

133. Brackets

Brackets are used to include words, phrases, or clauses explaining what precedes them, or correcting an error. Ex. They [the Indians] are fast disappearing.

134. Other Marks Used in Writing

1. The **Apostrophe** ['] is used to denote the omission of one or more letters, or to mark the possessive case; as, "You're mistaken;" "The Queen's English."
2. The **Hyphen** [-] is used (1) to join the parts of compound words and expressions ; as, "Nut-brown maid;" (2) to divide words into syllables; as, "con-fu-sion;" (3) after a syllable at the end of a line, when the rest of the word is carried to the next line.
3. **Quotation Marks** [" "] are used to show that a passage is taken word for word from some author; as, Shakespeare says, "All the world's a stage."
4. The **Index** [☛] and **Asterism** [***] point out a passage to which special attention is called; as, "☛ Be punctual in your attendance at school."
5. The **Asterisk** [*], the **Obelisk**, or **Dagger** [†], the **Double Dagger** [‡], the **Section** [§], the **Parallels** [||], and the **Paragraph** [¶], refer to notes in the margin, or at the bottom of the page.
6. The **Brace** [—^—] connects a number of words with a common term.
7. The **Paragraph** [¶] denotes the beginning of a new subject.
8. The **Section** [§] denotes the division of a treatise.
9. The **Caret** [^] is used in writing to show that something has been omitted.
10. The **Tilde** [ñ] annexes to n the sound of y; as, cañon, pronounced canyon: the **Cedilla** [ç] gives to c the sound of s; as, façade: the **Macron** [-] marks a long sound, as in tōne: the **Breve** [˘], a short sound, as in tön: the **Dieresis** [..] separates two vowels into two syllables; as, aëriiform.
11. The **Acute Accent** [´] commonly denotes a sharp sound; the **Grave Accent** [`] a depressed sound; the **Circumflex Accent** [^ or ~], a broad sound. In most reading books, the acute accent denotes the rising inflection; the grave accent, the falling inflection; the circumflex, a union of the acute and the grave.

Source: Harvey, Elementary Grammar and Composition, pp. 148-155; 160.