

Table of Contents

PUNCTUATION

§ 1	The punctuation marks	13
<i>The Comma</i>		
§ 2	General remarks	14
§ 3	Separating the terms of a series	15
§ 4	Two words connected by <i>and</i>	15
§ 5	Omitting the comma before <i>and, or</i>	15
§ 6	A pair of nouns conjoined by <i>and</i>	16
§ 7	A comma terminating a series	16
§ 8	Two adjectives preceding a noun	17
§ 9	Repeated <i>and</i> or <i>or</i>	17
§ 10	Coordinating conjunctions	18
§ 11	A series of subordinate clauses	20
§ 12	Interpolations introduced by <i>and, or, etc.</i>	20
§ 13	Essential clauses and phrases	21
§ 14	Subordinate clauses	22
§ 15	Relative clauses	23
§ 16	Participles	24
§ 17	Infinitives	25
§ 18	Gerunds	26
§ 19	Non-restrictive words, phrases, and clauses	27
§ 20	Interrupting phrases and clauses	28
§ 21	Interrupting adverbial adjuncts	31
§ 22	Interpolation following a conjunction	32
§ 23	Words and phrases out of their natural position	33
§ 24	Question tags	33
§ 25	Contrasted words and phrases	34
§ 26	Separation of the Introductory Part of the sentence	34
§ 27	Initial adverbs	34
§ 28	Initial phrases	35
§ 29	Introductory phrases within longer sentences	36
§ 30	Several introductory phrases	36

§ 31	Absolute constructions	37
§ 32	Initial subordinate clauses	38
§ 33	Initial participles	38
§ 34	Initial infinitives	39
§ 35	Words in apposition, parenthetical expressions, etc.	40
§ 36	Appositional and parenthetical phrases with slight variations	41
§ 37	Adjuncts of definite time, of place, and of residence	41
§ 38	Dates	42
§ 39	Examples within a sentence	42
§ 40	Salutations and complimentary closings	42
§ 41	Inserted verbs of telling or relating	43
§ 42	Avoiding ambiguity	43
§ 43	Identical words; two adjacent sets of figures	46
§ 44	Figures with groups of three digits	46
§ 45	A comma after the subject	46
§ 46	Commas in ellipses	46

The Semicolon

§ 47	Independent clauses (contact clauses)	47
§ 48	Antithetical clauses	47
§ 49	Words and phrases introducing an independent clause	48
§ 50	A comma preceding a conjunctive adverb	48
§ 51	Expressions introducing an illustrative example	48
§ 52	Phrases introducing an independent clause	49
§ 53	Coordinating conjunctions (<i>and, or, but, for</i>)	49
§ 54	Separation of phrases and clauses containing commas	49
§ 55	Series of clauses	50

The Dash

§ 56	A pair of dashes used as parentheses	51
§ 57	Parts of a sentence which explain or sum up preceding matter	52
§ 58	Introducing an abrupt or unexpected change of thought	53
§ 59	Repetition of a word to continue the thought	53
§ 60	A dash in place of a semicolon	54

The Colon

§ 61	Introducing a series	54
§ 62	Introducing a summary of preceding matter	55
§ 63	Introducing illustrations, turns of thought, etc.	55

§ 64	The salutation in business letters; phrases representing time	56
§ 65	Introducing topics, formal quotations, and direct discourse	56

Inverted Commas

§ 66	The use of inverted commas	56
------	--------------------------------------	----

The Interrogation Mark

§ 67	The interrogation mark in direct questions	57
§ 68	No interrogation mark in indirect questions	58
§ 69	The interrogation mark combined with other punctuation marks	58

The Exclamation Mark

§ 70	The use of the exclamation mark	58
------	---	----

The Full Stop

§ 71	The use of the full stop	58
------	------------------------------------	----

Parentheses

§ 72	The use of parentheses	59
------	----------------------------------	----

CAPITALIZATION

§ 73	Proper names and their derivatives, established nicknames	60
§ 74	Government titles and titles of honour; academic, religious, and professional titles	61
§ 75	Official names	61
§ 76	Religious terms	61
§ 77	Weekdays, months, and seasons	62
§ 78	Names of specific geographical areas	62
§ 79	The points of the compass	62
§ 80	Planets and stars	63
§ 81	The first word in a sentence or phrase	63
§ 82	Headlines and titles	64
§ 83	Single letters	64
§ 84	Capitalization for emphasis	64

SYLLABIFICATION (WORD DIVISION)

§ 85	The rules of syllabification in brief	65
§ 86	Words and parts of words spoken as one syllable	66
§ 87	Compounds	66
§ 88	Single letters, initial or final	68
§ 89	Single consonants	68
§ 90	Single consonants after short, stressed vowels	68

§ 91	Peculiarities in the separation of single letters	69
§ 92	Double consonants	70
§ 93	Two or more consonants	70
§ 94	Silent consonants and vowels	72
§ 95	Two or more vowels	72
§ 96	Separable and inseparable suffixes and endings	73

ENGLISH ORTHOGRAPHY

§ 97	Final silent e	79
§ 98	Retaining final e before vowels	80
§ 99	Words ending in y	81
§ 100	Retaining y after a consonant; the combination y + s	82
§ 101	Monosyllabic words containing y	83
§ 102	Nouns in -er derived from monosyllabic verbs containing y or i	83
§ 103	When i + i or y + y coincide	83
§ 104	The letter c before e, i, and y	84
§ 105	Doubling final consonants	84
§ 106	Final consonant doubled after a secondary accent	85
§ 107	Doubling the r	86
§ 108	Doubling the l	86
§ 109	The letter l in word formation	88
§ 110	Some sounds of spoken English as reproduced in orthography	89
§ 111	Words with the initial sound [dì]	92
§ 112	Words with the initial sound [dis]	92
§ 113	Words with the initial sound [pə(:)]	92
§ 114	Words with the prefixes em-, en- or im-, in-	92
§ 115	Words with the prefixes for-, fore-	93
§ 116	The suffixes -able, -ible, -uble	94
§ 117	The suffixes -ant, -ent and related suffixes	95
§ 118	Words with the suffixes -re, -er	97
§ 119	Words with the suffixes -er, -or	97
§ 120	Words ending in -ify, -efy	99
§ 121	Words ending in -ity, -ety	99
§ 122	Words with the suffixes -our, -or	99
§ 123	Words written with i or y	100
§ 124	Words ending in -dge (-dgment or -dgement)	101
§ 125	Words written with -ction or -xion	101
§ 126	Words ending in -ise or -ize	101
	Appendix (Some Common Abbreviations)	103