

PUNCTUATION

Comma	Example
Use a comma before a coordinating conjunction (and, but, or, for, nor, so).	Having a tooth extraction is unpleasant, but it is necessary. The new exam covers more skills, so the scores will be more valid.
Use a comma after an introductory phrase, prepositional phrase, or dependent clause.	To obtain reliable data , a standardized test was used. Because the scale was culture specific , it was adapted. After the treatment , the participants were interviewed.
Use a comma to separate elements in a series.	She has presented papers in Portugal, Russia, and Thailand. In her speech, she focused on profiles of bullies, bullying strategies, and prevention of bullying.
Use a comma to separate nonessential elements from a sentence.	The new proficiency exam, EPE , is a valid measure of English language proficiency.
Use a comma between coordinate adjectives (adjectives that are equal and reversible).	The tired, hungry children became impatient.
Use a comma after a transitional element (however, therefore, nonetheless, also, otherwise)	For example , participants mentioned lack of time as a reason for plagiarism. However , the subjects did not receive any compensation for their participation in the experiment.
Use a comma with quoted words.	"Yes," she promised. Todd replied, saying, "I will be back this afternoon."
Use a comma in a date.	October 25, 1999 Monday, October 25, 1999
Use a comma in a number.	15,000,000
Use a comma in a personal title.	Ali Atak, MD Orhan Kova, the Director of Managerial Operations , opened the meeting.
Use a comma to separate a city name from a state or province.	Ereğli, Konya Houston, Texas
Semicolon	
Use a semicolon to join 2 independent clauses when the second clause restates the first or when the two clauses are of equal emphasis.	Road construction in Yüzüncü Yıl has caused economic loss to the businesses in the neighborhood; consumers do not drive their car through the mud to visit a restaurant there.
Use a semicolon to join 2 independent clauses when the second clause begins with a conjunctive adverb (however, therefore, moreover, meanwhile, etc.).	Eight years of uninterrupted compulsory education has had negative effects on language learning in Turkey; in fact, language learning has lost its priority in secondary education.
Use a semicolon to join elements of a series when individual items of the series already include commas.	Recent sites of the Olympic Games include Athens, Greece; Salt Lake City, Utah; Sydney, Australia; and Nagano, Japan.

Colon	
Use a colon to join 2 independent clauses to emphasize the second.	Road construction in Yüzüncü Yıl has harmed three separate neighborhoods: Yüzüncü Yıl, Çukurambar, and Çiğdem.
Use a colon after an independent clause when it is followed by a list, a quotation, appositive, or other idea directly related to the independent clause.	Two figures of speech are used most in literature: metaphor and simile. The reason for corruption is obvious: greed.
Use a colon at the end of a business letter greeting.	To the Editor:
Parenthesis	
Use parentheses to set off nonessential material, such as dates, clarifying information, or sources, from a sentence.	Muhammed Ali (1942-present), arguably the greatest athlete of all time, claimed he would "float like a butterfly, sting like a bee."
Dash	
Dashes are used to set off or emphasize the content enclosed within dashes or the content that follows a dash.	Perhaps one reason why the term has been so problematic— so resistant to definition, and yet so transitory in those definitions —is because of its multitude of applications.
Use a dash to set off an appositive phrase that already includes commas.	The professors— Dr Jones, Dr Sims, and Dr. Smith —chaired the round table sessions.
Quotation Marks	
Use quotation marks to enclose direct quotations.	He states, "bacteria will not reproduce in an alkali environment."
Use quotation marks to indicate the novel, ironic, or reserved use of a word.	History is stained with blood spilled in the name of "justice."
Use quotation marks around the titles of short poems, song titles, short stories, magazine or newspaper articles, essays, speeches, chapter titles, short films, and episodes of television or radio shows.	"Careless Whisper" by George Michael "The Smelly Car," an episode of <i>Seinfeld</i>
Italics	
Italicize the titles of magazines, books, newspapers, academic journals, films, television shows, long poems, plays of three or more acts, operas, musical albums, works of art, websites, and individual trains, planes, or ships.	<i>Cumhuriyet</i> <i>The Origin of Species</i> by Charles Darwin <i>The Sunflowers</i> by Vincent van Gogh <i>Hepsiburada.com</i> <i>Schindler's List</i> <i>Aida</i> by Verdi <i>The Orient Express</i>
Italicize foreign words.	<i>Laissez faire-laissez passer</i> is the motto of liberal economy.
Italicize a word or phrase to add emphasis.	The <i>intention</i> is more important than the outcome.
Italicize a word when referring to that word.	The word <i>justice</i> is often misunderstood and misused.

