<table>
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| Underlining (Italics) | • Use underlining (italics) for titles and subtitles of books, plays, periodicals, works of art, films, television series, and long musical compositions and recordings.  
• Use underlining (italics) for names of ships, trains, air craft, and spacecraft.  
• Use underlining (italics) for words, letters, and numerals referred to as such.  
  Example: Jean sometimes confuses the words *affect* and *effect*. |
| Quotation Marks | • Use quotation marks to enclose *direct quotation* – a person’s exact words.  
• A direct quotation generally begins with a capital letter  
  Example: Brandon shouted, “Nick! Over here!”  
• When the expression identifying the speakers interrupts a quoted sentence, the second part of the quotation begins with a lower case letter.  
  Example: “One thing they found,” answered Karen, “was that the moon is covered in a layer of dust.”  
• A direct quotation is set off from the rest of the sentence by a comma, a question mark, or an exclamation point, but not by a period.  
  Example: Alyssa said, “Hi Paige!”  
• A period or a comma is placed inside the closing quotation mark.  
  Example: Christian said, “I wish we had more homework.”  
• A question mark or an exclamation point is placed |
inside the closing quotation marks when the
quotation itself is a question or an exclamation.
Otherwise, it is placed outside
Example: “The 49ers are the best team!” Chris
told Patrick.
• When you write dialogue (conversation), begin a
  new paragraph each time the speaker changes.
• When a quotation consists of several sentences,
  place quotation marks only at the beginning and at
  the end of the whole quotation
• Use quotation marks to enclose titles and subtitles
  of short works such as stories, poems, essays,
  articles, songs, episodes of television series, and
  chapters and other parts of books.
• Use single quotation marks to enclose a quotation
  within a quotation or a title of a short work within a
  quotation.
  Example: “I said, ‘The quiz will cover Unit 2,’”
  repeated Erwin.

**Apostrophes**

An apostrophe is used to form the possessive case of
nouns and some pronouns, to indicate in a
contraction where letters or numerals have been
omitted, and to form some plurals.

The *possessive case* of a noun or pronoun shows
ownership or possession.
• To form the possessive case of a singular noun, add
  an apostrophe and an *s*
  Examples: Cameron’s brush, Sergio’s hat
• To form the possessive case of a plural noun
  ending in *s*, add only the apostrophe
  Example: students’ books
• To form the possessive case of a plural noun that
does not end in *s*, add an apostrophe and an *s*
  Examples: women’s suits, sheep’s pasture
| **Do not use an apostrophe with possessive personal pronouns**  
  Examples: These keys are **yours**, not **mine**. |
| **To form the possessive case of some indefinite pronouns, add an apostrophe and an s**  
  Examples: someone’s pencil, no one’s fault |
| **Contractions**  
  To form a contraction, use an apostrophe to show where letters or numerals have been omitted. A contraction is a shortened form of a word, a numeral, or a group of words. The apostrophe in a contraction indicates where letters or numerals have been left out. The word *not* can be shortened to *n’t* and added to a verb, usually without changing the spelling of the verb.  
  See charts on pages 354-355 |
| **Plurals**  
  Use an apostrophe and an *s* to form the plurals of letters, numbers, and symbols, and of words referred to as words.  
  Examples: Your 2’s look like backward 5’s.  
  Jazz became popular in the 1920’s.  
  Don’t use too many *so’s* and *and’s*. |
| **Hyphens**  
  Use a hyphen to divide a word at the end of a line.  
  Example: Daisy wrote her report on the tyrannosaurs.  
  • Divide a word only between syllables  
  • Do not divide a one-syllable word  
  • Divide an already hyphenated word at a hyphen  
  • Do not divide a word so that one letter stands alone  
  • Use a hyphen with compound numbers form *twenty-one* to *ninety-nine* and with fractions used as modifiers (ex. *one-third* pint of milk). When a fraction is a noun, do not use a hyphen (ex. *one third* of a pint)  
  • Use a hyphen with the prefixes *all-, ex-, great-*,
and *self-* and with the suffixes *-elect, -free,* and with all prefixes before a proper noun or proper adjective
   Examples: all-star, sugar-free, great-aunt

- Hyphenate a compound adjective when it precedes the noun it modifies.
  Examples: a **well-worn** book, a **small-town** girl

- Do not use a hyphen if one of the modifiers is an adverb that ends in *ly*
  Example: a **terribly bad** cold

### Parentheses

Use parentheses to enclose material that is added to a sentence but is not considered of major importance. Material enclosed in parentheses may range from a single word or number to a short sentence. A short sentence in parentheses may stand by itself or be contained within another sentence. Notice that a sentence within a sentence is not capitalized; such a sentence may be followed by a question mark or exclamation point, but not by a period.

Examples:
- You should try the orange juice. (**It’s freshly squeezed.**)
- No, set that ladder (**watch out!**) over there.
- My great-uncle Jose (**he’s Grandma’s brother**) is old.

### Brackets

Use brackets to enclose an explanation or added information within quoted or parenthetical material.

Example: During the Revolutionary War, Mohawk leader Joseph Brant (his Indian name was Thayendangea [1742-1807]) became a colonel in the British Army.

### Dashes

Many words and phrases are used *parenthetically*; that is, they break into the main thought of a sentence. Most parenthetical elements are set off by
commas or parentheses.
Example: The tomato, **however**, is actually a fruit, not a vegetable.
Sometimes, parenthetical elements demand stronger emphasis. In such instances, a dash is used. Use a dash to indicate an abrupt break in thought or speech.
Examples:
Kaitlyn – she just left – will be one of the judges of the talent show.
Rajiv began, “The burglar is – but I don’t want to give away the ending.”