



## ■ TITLES OF LARGE AND SMALL WORKS

1) Italicize titles of large works

(e.g., books, films, blogs, magazines, newspapers, TV shows, albums, artworks). *Rocky* is a famous film.

2) Use quotation marks for titles of works that could appear within larger collections (e.g., articles, chapters, blog entries, magazine articles, newspaper stories, episodes, songs).

3) Place punctuation inside of quotation marks of titles: Mary Oliver wrote "The Summer's Day."

## ■ CLEAR PRONOUN REFERENCE ([YouTube tutorial](#))

Pronouns must clearly refer to an antecedent.

Example: Visual compositions usually demonstrate a dominant focal point and a unified sense of Gestalt. This helps These characteristics help the viewer "enter" it a composition visually. (Unclear what "this" and "it" refer to.)

Example: In Lorca's his poem "Somnambule Ballade," he Lorca writes . . .  
("He" cannot refer to "Lorca's" only to "Lorca.")

## ■ PRONOUN AGREEMENT ([YouTube tutorial](#))

Pronouns should agree in number, case, and gender (just as leaves on a plant come from the same seed).

Example: The company now offers benefits to their its employees. (Singular)

Example: The woman parked her car. (Feminine, Singular)



## ■ WHEN SINGULAR GENDER IS UNKNOWN (using "they/their/them")

When singular gender is unknown, the old rule was to use "his or hers," "he or she," "him or her." However, now that many genders are acknowledged, "they/their/them" is widely prescribed.

Example: If a student parks a car on campus, they (instead of he or she) must buy a parking pass.

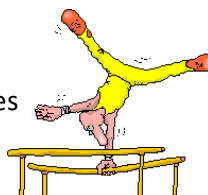


## ■ PARALLELISM ([YouTube tutorial](#))

Items that appear to be coupled or appear in a series should contain parallel grammatical structure:

Example: The film demonstrates an

uneven plot, bland characters, and lighting that is poor poor lighting.

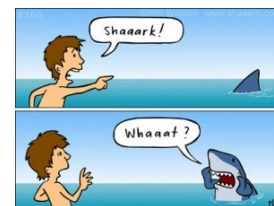


## ■ DANGLING AND MISPLACED MODIFIERS ([YouTube tutorial](#))

Modifying phrases and clauses must appear next to the person or object being modified.

DANGLING: Sitting on the raft, the shark circled the boy the boy watched the shark circle.

(The shark is not sitting on the raft; the boy is.)



## ■ COLON USE (:)])

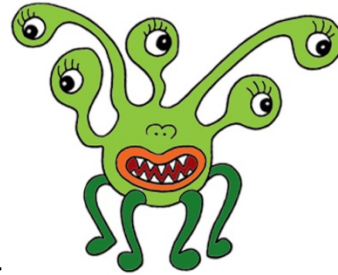
A colon can be used in the following situations: 1) before a list, as you see here, or 2) before an explanation that is preceded by a clause (or sentence) that can stand alone: for example, this sentence.

## ■ SEMICOLON USE (;) ([YouTube tutorial](#))

1) You can use a semicolon to join closely related sentences (though it's not necessary—a period can be used instead).

EXAMPLE: Tony fought; Thomas fled.

OR: Tony fought; however, Thomas fled.



2) Use semicolons to separate long items in a series, particularly when those items contain punctuation within them:

Guests included Juan Marko, the famous author of *Remembering Rita*; Nel Bollis, a neurosurgeon who holds over one hundred patents; and Samuel Rams, a teacher who started five charter schools for the arts.

## ■ PARENTHESES

1) Parenthetical words are used for de-emphasis.

When parenthetical words appear inside a larger sentence (as I have just done), punctuation appears outside the parentheses.

(However, parentheses can also enclose an *entire sentence*, as I am doing now, in which case the ending punctuation appears within the parentheses.)



2) When parentheses appear in in-text citations, the punctuation appears outside (11).

## ■ QUOTING SINGLE WORDS AND TERMS

Punctuation appears inside quotation marks when quoting single words and terms.

Toby Miller states that the method of cultural studies is "historical materialism," which was originated by Karl Marx.

If in-text citations are used, however, the punctuation appears outside of the parentheses:

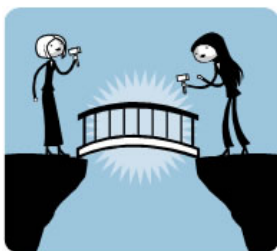
Toby Miller states that the "method" of cultural studies is "historical materialism" (1), which was originated by Karl Marx.



## ■ EMPHASIZING WORDS: ITALICS

Emphasize words by using *italics*, not bold or all capital letters.

## ■ TRANSITIONS



Provide a clear transition between two different ideas. For example, usually a new paragraph needs a sentence or two to transition from the topic of the last paragraph to the topic of the new paragraph. When two sentences within a paragraph contain markedly different ideas, transitional words can signal transition (yet, but, however, similarly, etc.). Transitions make the relationships between your ideas clearer to the reader.

Transition Type	Examples of the Words	How to Use	Sentence Examples
<b>Conjunctive Adverbs</b>	finally, however, furthermore, therefore, consequently, nonetheless	Can be added anywhere in a sentence and do not effect sentence structure	<b>However</b> , Foucault was considered to be a poststructuralist. Foucault, <b>however</b> , was considered to be a poststructuralist. Foucault was considered to be a poststructuralist, <b>however</b> .
<b>Subordinating Conjunctions</b>	although, because, if	Form dependent clauses, which must be connected to an independent clause	<b>Because</b> Foucault questioned the very stability of “knowledge” and institutions of power, he was considered to be a poststructuralist.
<b>Coordinating Conjunctions</b>	for, and, nor, but, or, yet, so	Connect independent clauses	Foucault questioned the very stability of “knowledge” and institutions of power, <b>so</b> he was considered to be a poststructuralist.
<b>Relative Pronouns</b>	who, whom, which, whose, that	Create clauses that reflect back and qualify/describe (NOTE: Use “whom” for a person receiving action in the clause)	Foucault, <b>who</b> was a poststructuralist, questioned the very stability of “knowledge” and institutions of power. Foucault, <b>whom</b> many scholars consider to be a poststructuralist, questioned the very stability of “knowledge” and institutions of power. The reading assignment is from the book <b>that</b> includes Foucault (there are many books, but one includes Foucault). The reading assignment is from the book, <b>which</b> includes Foucault (there is only one book and it includes Foucault).

## ■ Hyphen (-) En Dash (–) Em Dash (—)

**Hyphen (-)** is used to join compound words (e.g., hand-painted statue).

**Em Dash (—)** is used to emphasize a phrase of a sentence (e.g., The dog was small—but fierce.)

- *MS Word*: Two hyphens will automatically turn into an em dash.
- *InDesign*: Option+Shift+Hyphen or Type > Insert Special Character > Hyphens & Dashes > Em Dash.
- *Web Code*: &mdash; but two hyphens are acceptable on the Web (not in print).

**En Dash (–)** is used between dates and times (e.g., 9:00–10:00)

- *MS Word*: Insert > Symbols > More Symbols > Special Characters > Endash
- *InDesign*: Option + Hyphen or go to Type > Insert Special Character > Hyphens & Dashes > En Dash
- *Web Code*: &ndash;

## ALL Handouts:

[Worksheet](#) (Grammar & Style)

Millennial Speak (making corrections) PDF

Juliet’s Style Tips (“Words to Avoid”) PDF | Videos

Juliet’s Grammar Tips PDF | Videos

OPTIONAL: Juliet’s Proofreading Marks: PDF | Video