

***A Checklist for Punctuation***

1. Have you used a period, a question mark, or (rarely) an exclamation point—but *not* a comma—to end sentences?
2. Have you placed a comma after introductory elements in your sentences?
3. Have you remembered to use a *second* comma to mark the end of a nonessential word, phrase, or clause appearing in the middle of a sentence?
4. Have you checked for consistent and correct use of the apostrophe and quotation marks?
5. Have you used a colon after a complete sentence?
6. Have you used semicolons to separate grammatically equal elements?
7. Have you used hyphens correctly?
8. Have you used elements of mechanics correctly: capitals, abbreviations, numbers, and italics?