

2 Punctuation pointers

This section is not intended to be a primer on punctuation. Rather, it provides brief information on a few items that are sometimes treated inconsistently. If you would like more detailed information on punctuation, please consult one of the style guides listed in Section 10, "Resource list."

2.1 Period

Team Canada Inc takes no period after "Inc" unless it appears at the end of a sentence.

With modern word processors, it has become the norm to use only one space between sentences. Only one period is used if a sentence ends in an abbreviation that takes a period.

2.2 Comma

The comma helps to group words, phrases and clauses for clarity. Used correctly, it increases the reader's speed in understanding the relationships that the author intends to establish between words.

Use a comma to set off the year in full dates and to set off a place name from the name of a larger place name in the body of a sentence.

The agreement of January 30, 2001, will hold for many years.
He left for Harare, Zimbabwe, the next day.

In a list, do not use a comma before "and" unless one or more of the items also includes an "and" or "or," or if its omission might create confusion.

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In complex series, items are separated by semicolons.