

2.3 Colon

Use a colon to introduce a quotation or a bulleted list, or to illustrate or enlarge upon what has already been said. The colon should be placed outside quotation marks.

Three countries had "no comment": Germany, France and Spain.

2.4 Semicolon

Use a semicolon to separate two or more complete thoughts (each thought can stand alone) that are not joined by a comma or a coordinating conjunction.

Used in this way, a semicolon can be replaced by a period, but it provides a tool for the author to show that the complete thoughts are linked in content.

I came; I saw; I conquered.

A semicolon is also used to separate a series of items that contain internal punctuation; a comma does not provide the reader with a clear enough distinction between the beginning and end of each item.

2.5 Exclamation mark

The exclamation mark is used after a command or an expression of strong feeling. It is rarely used in departmental publications other than in a direct quotation.

2.6 Question mark

Use a question mark after all direct questions and after each indirect question in a series of indirect questions.

The questions I needed answered were: Who would write *Canadian Representatives Abroad*? Who would edit it? Who would produce it? And who would use it?

Do not use a question mark after a single indirect question.

The question I needed answered was who would write *Canadian Representatives Abroad*.