

PUNCTUATION AND GRAMMAR

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Guidelines

The following guidelines for correct punctuation, grammar and spelling are to be used as a reference for achieving consistency in transcription. Punctuation use in rulings and reasons are subject to judicial editing and the judicial editing should always be followed when they deviate from these guidelines.

At times there are options as to the correct punctuation; the key is to be consistent in your use of punctuation and numeric style. The Authorized Court Transcriptionist (ACT) must capture what was said on the record and not make grammatical corrections. Among the resource tools an ACT must have is at least one recognized Canadian English grammar guide.

Spelling should be as per the Canadian-Oxford dictionary and not American spelling. Use care to ensure the correct spelling is applied when using the computerized spell-check function. You must change the default to English (Canada) on your computer and documents to ensure you are utilizing the correct spell check features.

How to Apply a Language Format to Text in a Word Document:

1. Select the text you want to change the language format for.
 2. On the **Tools** menu, point to **Language**, and then click **Set Language**.
 3. In the **Mark selected text as** list, select the language you want.
- A check mark next to the language name indicates that the spelling files for the language are installed.



Capitalize...

1. The first letter of each sentence.
2. The first word of a direct quotation; however, if the quotation is interrupted in mid-sentence, the second part does not begin with a capital.

Example:

“As I told you earlier,” Bob said, “he was always unreasonable about things like that.”

3. Names of all statutes.

Example:	Criminal Code, Provincial Offences Act
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4. The word “court” only when it refers to a specific court.

Example:	Ontario Court of Appeal, Superior Court of Justice, Provincial Offences Court
Example:	When this matter is heard at the appellate court it will be finally decided.

5. Crown when it refers to the head of the state.

6. Crown Attorney.

7. Judge/Justice or Justice of the Peace only when followed by a proper name.

Example:	Judge Thomson is presiding today.
Example:	Everyone must stand when the judge enters the courtroom.

8. Corporate, professional and governmental titles when they immediately precede a person’s name.

Example:	Professor John Black
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9. The first letter of abbreviations.

Example:	Dr. Smith, Sgt. Brown
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10. Titles are capitalized when they are used in direct address.

Example:	You may refer to your notes, Constable.
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11. The first letter of important words in book titles, newspapers, magazines, poems, articles, chapters, movies, and works of art are capitalized.

12. Capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize words within titles, including the short verb forms *Is*, *Are*, and *Be*.

Exception:	Do not capitalize little words within titles such as <i>a</i> , <i>an</i> , <i>the</i> , <i>but</i> , <i>as</i> , <i>if</i> , <i>and</i> , <i>or</i> , <i>nor</i> , or prepositions, regardless of their length.
Example:	The Day of the Jackal A Tale of Two Cities

13. The initial article that is part of the title is capitalized.

Example:	The Oxford English Dictionary
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14. Specific names of streets, parks and buildings.

15. The words city, town, village, et cetera when combined with a proper name.

Example:	City of Thunder Bay, Town of Dunnville, Village of Canfield, Municipality of Peel.
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16. Names and initials of all persons.

17. If the name is hyphenated, both elements are capitalized.

Example:	Catherine Zeta-Jones.
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18. Particles forming the initial elements of surnames, such as *de*, *de* or *la*, may or may not be capitalized.

Example:	Cecil B. DeMille, Agnes de Mille
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19. Nicknames are capitalized.

Example:	Babe Ruth.
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20. A letter that is used to indicate a shape.

Example:	An A-frame house; Churchill's famous V sign.
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21. Words designating a supreme being.

Example:	God, Allah, Yahweh.
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22. Personal pronouns referring to a supreme being.

Example:	God gave His Son.
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23. Names of prayers and well-known passages of the Bible.

Example:	The Ave Maria, the Lord's Prayer, the 23 rd Psalm.
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24. Government bodies and departments.

Example:	Ministry of the Attorney General, Ministry of Natural Resources
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25. When words such as *ministry*, *department* or *agency* are used in place of a full name.

Example:	The Ministry is committed to ongoing training
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26. Names of high-ranking officials when accompanied by the name of the official.

Example:	Mayor Hazel McCallion.
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27. All designations related to the Prime Minister (Deputy Minister, Lieutenant Governor). Use lower case for titles that are not accompanied by the name of the official.

Example:	A new police commissioner has been appointed.
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28. Words of family relationship preceding or used in place of a person's name are capitalized; otherwise, they are lower case.

Example:	I will call Mother at ten o'clock.
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Example:	It was always my mother's wish to live in the country.
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29. Capitalize the names of political parties, classes, clubs, organizations, movements and their adherents. Use lower case for the terms that refer generally to ideology.

Example:	Christianity, Progressive Conservative Party, Kinsmen Club, Boy Scouts of Canada.
Example:	Is it fascism or socialism?

30. Names of holidays.

Example:	New Year's Day, Thanksgiving, Christmas Day, Easter Monday.
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31. Nouns used with numbers or letters to refer to major reference entities or actual captions in books or periodicals are capitalized. Nouns that designate minor reference entities and do not appear in captions are lower case.

Example:	Rule 65, Chapter 2, Tab 3, Exhibit 12, Section 453(a), line 8, question 21, page 101.
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32. References to the parties in litigation are capitalized on the cover page of the transcript only, but not in the body of the transcript,

Example:	Your Honour, I appear as counsel for the plaintiff.
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33. The first word followed by a colon is lower case when it begins a list of items; however, if a colon introduces a series of sentences, the first word of each sentence is capitalized.

Example:	John Doe is charged with theft, to wit: a 1998 Chevrolet automobile.
Example:	Consider the steps we have taken: A sub-committee has been formed. New sources of revenue have been explored.

34. Academic degrees are capitalized when they follow a person's name. The names of specific degrees used without a person's name are usually lower case.

Example:	I.M. Bright, Doctor of Laws, completed course work for his doctorate at the University of Toronto.
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35. Awards and prizes.

Example:	Nobel Prize in medicine; the Stanley Cup.
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36. Terms that identify distinct regions.

Example:	The Great Lakes, Escarpment (when referring the Niagara Escarpment).
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37. Terms that identify names of localities.

Example:	The Left Bank
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38. Compass points when they refer to a geographical region or form part of a street name.

Example:	The West Coast East Pleasant Street
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39. Nouns that are derived from compass points and that refer to a specific geographical region are usually capitalized.

Example:	East Indians, down Easterners
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40. Generic geographical terms preceding two or more names are usually capitalized.

Example:	Lakes Erie and Huron.
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41. The names of treaties and important events.

Example:	British North America Act, Second World War.
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42. Use capital letters for B.C., B.C.E., A.D. and C.E. without a space between the letters.

Example:	76 B.C., A.D. 1760
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43. The text of signs, labels and inscriptions is capitalized.

Example:	I saw the Do Not Disturb sign. There was a Stop sign at the intersection of Main and John Streets.
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44. The names of computer services and databases are capitalized.

Example:	American Online, World Wide Web, Microsoft Word.
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45. Registered trademarks and brand names.

Example:	Kleenex, Pepsi, Band-Aid, Scotch tape.
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Do Not Capitalize...

1. The designation a.m. and p.m. are typed in lower case unless it begins a sentence.

Example:	Q. Did that occur in the a.m. or p.m.? A. A.M.
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2. The first word in the second part of an interrupted quotation or statement is typed in lower case.

Example:	Q. And did you go... A. I went home. Q. ...back to your home?
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3. Compass points that indicate direction are typed in lower case.

Example:	Was it north, south, east or west?
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4. Family designations when used with a possessive pronoun.

Example:	Did you give it to my mother?
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5. The word “court” unless it refers to a specific court.

Example:	Superior Court of Justice, Ontario Court of Appeal.
Example:	An appellate court has reviewed the case.

6. The words, “judge, justice, justice of the peace” unless they are accompanied by a proper name.

Example:	Justice Trent is presiding in courtroom three today.
Example:	Please stand when the justice of the peace enters the courtroom.

7. Names of court personnel such as prosecutor, duty counsel, probation officer, court reporter, courtroom clerk, et cetera unless used in the context of Madam Court Reporter, or Mr. Registrar.

8. Names of court documents.

Example:	Some common court forms used in court are the information, recognizance of bail, offence notice, certificate of conviction, writ of summons.
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9. Names of seasons.

Example:	I love autumn colors and spring flowers.
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10. School subjects, unless it is a language or a course followed by a specific number.

Example:	French, Latin, chemistry, Biology 101
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Numbers

1. Always write a number in word form at the beginning of the sentence unless it is a date or an address.

Example:	Three thousand people attended the event.
Example:	1952 was an amazing year.

2. Generally use words for numbers between one and nine. (Note the exceptions set out in 3, 4, 5 and 6 below). Use the numeric form for the numbers 10 and higher.

3. When a combination of numbers fewer than nine and over nine are expressed in the same sentence, use the same format for both numbers - usually the style of the largest number.

Example:	He came to school with 6 frogs and 11 toads
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4. Always use numeric form for exhibit numbers.

Example:	Exhibit Number 4, Exhibit Number 15, Exhibit Number 2(a).
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5. Always use numeric form for street numbers, highway numbers, dates, dollars and cents, licence numbers, information numbers, section numbers.

6. The word percent replaces the symbol and the number may be written out or expressed as a figure.

Example:	Four percent or 15 percent . (Percent is one word)
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7. Round numbers of one million and above are often expressed as figures followed by the word million, billion, et cetera.

Example:	This happened about 4.6 billion years ago.
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8. Adding an “s” pluralizes numerals.

Example:	1990s, the mid’20s
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9. If there are two separate figures adjacent to one another in a sentence, one of the figures is spelled out - usually the one with the shorter written form.

Example:	I worked five 9-hour days in a row. I won twenty 100-point games.
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10. Figures of four or more figures may be written with or without a comma or a space.

Example:	2000 cases or 2,000 cases.
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11. Hyphens are used when numbers are written out between 21 and 99.

Example:	Forty-one years ago the average secretarial wage was \$72 a week.
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12. Serial numbers, social insurance numbers, telephone numbers contain hyphens.

Example:	My social insurance number is 427-147-760.
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13. Inclusive numbers are usually separated by the word to or by a hyphen.

Example:	Records for the fiscal year 1998-1999 were submitted.
Example:	If the word “to” is spoken, then it should be typed “1998 to 1999.”

Dates

1. If a year is referred to in an abbreviated form, it should be transcribed as such with an apostrophe preceding the numeral.

Example:	The summer of ’77 had record heat waves.
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2. Commas are usually omitted from the dates that include the month and year, but not the day.

Example:	June 1999; June 4, 1999
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3. References to specific centuries may be either written out or expressed in figures.

Example:	The 16th century or the sixteenth century.
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Possessive

1. The possessive of singular and plural common nouns that do not end in “s” is formed by adding “s” at the end of the word.

Example:	The child’s skates are well worn.
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2. Use an apostrophe to show possession of words that do not end in “s” and “z.” Place the apostrophe before the “s” to show singular possession.

Example:	One boy’s hat. One woman’s hat. One child’s hat. Ms. Chang’s house. (Name is <i>Chang</i>)
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3. The preferred practice is to make singular nouns ending in an “s” or “z” possessive by adding an “s,” but an accepted practice is to only add an “s” when the word is easily pronounced. If adding an “s” would create a word that is difficult to pronounce, only an apostrophe is added.

Example:	Mr. Jones’ golf clubs. (Name is <i>Jones</i>) Texas’s weather is consistently warm. Jose Sanchez’s artwork is on display. Dr. Hastings’ appointment is here. (Name is <i>Hastings</i>) Mrs. Lees’ books are ready. (Name is <i>Lees</i>)
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4. To show plural possession, make the noun plural first. Then immediately use the apostrophe.

Example:	Two boys’ hats. Two women’s hats. Two actresses’ hats. Two children’s hats. The Changs’ house. The Joneses’ golf clubs.
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5. Possessive pronouns do not include apostrophes.

Example:	Mine, ours, yours, its, hers, his, theirs.
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Compounds

A compound is a word or word group that consists of two or more parts that work together as a unit to express a specific concept.

1. Compounds composed of two nouns that are short and commonly used, of which the first is accented when spoken, are usually written in solid form.

Example:	Courthouse, paycheque.
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2. Compounds composed of two nouns that are short and commonly used, but pronounced with nearly equal stress, are usually written in open form.

Example:	Park bench, desk lamp
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3. Compounds composed of two nouns that describe a double function are hyphenated.

Example:	Elections will be held for a new secretary-treasurer.
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4. Compounds formed from a noun and an adjective followed by man, woman, person or people and denoting an occupation are normally written in solid form.

Example:	Salesman or foreperson.
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5. Compounds that are units of measurement are hyphenated.

Example:	The measurement for energy consumption is per kilowatt-hour.
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6. Compounds composed of a verb and a particle or a verb, such as *to*, *in* and *on* are often hyphenated.

Example:	The snowshoes were stored in the lean-to.
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7. Compounds composed of a verb and a particle or a verb such as *up*, *off* and *out* may be either hyphenated or solid.

Example:	The witness looked at the photo line-up.
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8. Compounds formed from a single letter (or combination of them) followed by a noun are either solid or hyphenated.

Example:	T-shirt, tee-shirt, E-mail or email
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9. Compound modifiers that include a number followed by a noun (except for the noun percent) are hyphenated when they precede the noun, but not usually when they follow the noun.

Example:	12-foot-high fence or a fence 12 feet high.
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10. Compounds with *ex*, *vice* and *self* are usually hyphenated.

Example:	Ex-wife, vice-principal, self-discipline.
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Money

1. Do not use the \$ sign if the word “dollar” is not specifically used.
2. Amounts under nine can be either alpha or numeric: however, be consistent throughout the transcript.

Example:	The book sold for five dollars. The book sold for \$5.
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3. Even-dollar amounts are often expressed in figures without a decimal point and zeros. However, when even-dollar amounts appear near amounts that include cents, the decimal point and zeros are usually added for consistency.

Example:	There were bids of \$80, \$90, and \$100.
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Example:	The price has risen from \$8.00 to \$9.95.
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- Figures of four may be written with or without a comma or a space.

Example:	2000 cases or 2,000 cases.
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- Figures of more than four should include the comma.

Example:	\$25,000.
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- If several sums of money are mentioned in the same sentence, all are usually expressed as figures with a currency symbol.

Example:	Jill sold the book for \$8, \$25, and \$45.
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- Monetary units of mixed dollars and cents are expressed in numeric figures.

Example:	\$45.68
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Time

- Spell out the time of day in text even with half and quarter hours. With “o’clock,” the number is always spelled out.

Example:	She gets up at four-thirty before the baby wakes up.
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Example:	The baby wakes up at five o’clock in the morning.
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- Use numerals with the time of day when exact times are being emphasized or using a.m. or p.m.

Example:	Her flight leaves at 6:22 a.m.
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Example:	Please arrive by 1:00 p.m. sharp.
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Example:	He had a 7:00 p.m. deadline.
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- The designations a.m. and p.m. are lower case and punctuated with no space. (Capitalize if at the beginning of a sentence).

Example:	Q. Did that occur in the a.m. or p.m.? A. A.M.
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- Time zones are capitalized and unpunctuated.

Example:	EST (meaning Eastern Standard Time)
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- Use a colon to separate hours and minutes. When a.m. and p.m. are used, express time numerically.

Example:	3:20, 10:10 a.m.
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- Do not use a colon when expressing military time: however, if hours, minutes and seconds are referred to, add the colon.

Example:	1300 hours, 1412 hours, 13:10:56
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Italics

1. Throughout the transcript, always italicize or underline statutes, case citations, Latin and medical terminology, titles of books or periodicals and films. Be consistent with the use of either italicizing or underlining.
2. Foreign words and phrases not found in an English dictionary are italicized. Any words that appear in an English dictionary do not need to be italicized.

Example:	The cooking here is <i>wunderbar</i> . The prix fixe lunch was expensive
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Punctuation

Apostrophe

1. The apostrophe is used to indicate the possessive form of nouns.
2. Apostrophes are sometimes used to form plurals of letters. Use apostrophes with capital letters and numbers when the meaning would be unclear otherwise.

Example:	Cross your t's or cross your Ts. Please dot your l's. She couldn't distinguish between his 6's and 0's.
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3. Apostrophes are used in contractions.
4. Apostrophes mark the omission of numerical digits.

Example:	Class of '98.
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Colon

1. A colon introduces an amplifying word that acts as an appositive (equivalent) word.

Example:	This has replaced the former manual: Courtroom Procedures Manual.
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2. A colon introduces a list or series, often following a phrase such as *the following* or *as follows*.

Example:	She has experience in the following areas of litigation: criminal, civil and family.
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3. A colon usually introduces lengthy quoted material (more than three lines in length).

Comma

1. Use a comma to separate two adjectives when the word *and* can be inserted between them.

Example:	He is a strong, healthy man.
Example:	We stayed at an expensive summer resort. (<i>You would not say expensive and summer resort, so no comma.</i>)

2. To set apart a group of words or thoughts.

3. A comma separates main clauses joined by co-ordinating conjunctions, such as *and*, *but*, *or*, *not* or *so*.

Example:	She knew very little about the role of the court reporter, and was grateful when someone offered to assist.
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4. Use the comma to separate two sentences if it will help avoid confusion.

Example:	I chose the colors red and green, and blue was his first choice.
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5. When one or both clauses are short or closely related in meaning, the comma is often omitted.

Example:	They said good-bye and everyone hugged.
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6. If a sentence is composed of three or more clauses that are short and free of commas, commas may separate them, even if the last two are not joined by a conjunction.

Example:	Small fish feeding, ducks along the surface, an occasional muskrat along the bank.
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7. Commas usually set off phrases or clauses that begin a sentence.

Example:	Having made that decision, I will now turn to the sentencing.
----------	---

8. Commas set off adverbial clauses or phrases.

Example:	The Crown in its submission, aware that they have a high onus to meet, has chosen to proceed in this fashion.
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9. Commas set off appositive (equivalent) words, phrases or clauses.

Example:	The accused, the one on the right, was present.
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10. Commas set off transitional words or phrases such as *indeed*, *however*, *on the other hand*.

11. Commas set off authorial asides.

Example:	All of us, to tell the truth, were amazed.
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12. Commas set off words or phrases to introduce examples.

Example:	He expects to visit three countries, namely, Germany, Spain and Holland.
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13. Commas surround a name or titles of a person being directly addressed.

Example:	Yes, Mary, I will call you. May I have a moment, Your Honour, while I locate that case law?
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14. Commas set off mild interjections, *Yes* or *No*, or any mild exclamation such as, "*Well*" at the beginning of a sentence.

Example:	Yes, I did go to the movie that night. Well, perhaps you can explain why you did that.
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15. Commas separate words, phrases or clauses joined in a series.

Example:	Men, women and children crowded into the courtroom.
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16. A comma separates two or more adjectives or adverbs.

Example:	She spoke in a calm, deliberate, reflective manner.
----------	---

17. A comma separates a direct quotation from a phrase identifying its source or speaker.

Example:	She answered, "I am telling the truth."
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18. To separate a statement from a question.

Example:	I can go, can't I?
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19. To introduce a tag question.

Example:	The question is, what time did they return?
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20. Used in dates to separate the day of the month from the year and after the year:

Example:	June 20, 1947, is my birthday. He was born in June 1943.
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Hyphen

1. Always spell out simple fractions and use hyphens with them.

Example:	One-half of the pie has been eaten. A two-thirds majority is required for that bill to pass in Congress.
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2. To check whether a compound noun is two words, one word, or hyphenated, you may need to look it up in the dictionary. If you can't find the word in the dictionary, treat the noun as separate words.

Example:	Eyewitness, eye shadow, eye-opener. Note: All these words were looked up in the dictionary to know how to write them.
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3. Generally, hyphenate between two or more adjectives when they come before a noun and act as a single idea.

Example:	He is a friendly-looking man. (compound adjective in front of a noun)
Example:	She is a friendly little girl. (<i>not a compound adjective</i>)
Example:	It is a brightly lit room. (<i>Brightly is an adverb describing lit, not an adjective.</i>)

Dash

1. An **em-dash** is used to indicate an abrupt change in speech; an unexpected turn of thought or breaks in the structure of the sentence. It may be written either way as noted below:

Example:	I wish you would—oh, never mind. I wish you would — oh, never mind.
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Ellipsis Points

Ellipsis points are periods, usually in groups of three or four. They are used to indicate an interruption in speech, a sentence that has trailed off, or an omission of words in a quotation.

1. Ellipses with three periods (...) are used to indicate the omission of one or more words when those words are omitted within a quoted passage.

Example:	“The court then decided...to find for the plaintiff.”
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2. Ellipsis with three periods (...) is used to indicate when the speaker is interrupted by another speaker and then continues with the same sentence.

Example:	Q. How long were you... A. I was only there two days. Q. ...at the beach?
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3. Ellipses with four periods (....) are used to indicate that the last words of a quotation are missing.

Example:	“What could he have been thinking when....”
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4. Ellipsis with four periods (....) indicates faltering speech especially if the faltering involves a long pause or a sentence that trails off or is intentionally left unfinished.

Example:	I might have seen....
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Exclamation Point

The exclamation point is not used in a transcript unless it is contained within quoted materials.

Period

1. Periods mark the end of a sentence, abbreviations or initials.
2. Periods and commas always go inside quotation marks, even inside single quotes.

Example:	She said, “Hurry up.” She said, “He said, ‘Hurry up.’”
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3. When a punctuated abbreviation ends a sentence, its period becomes the terminal period.

Example:	I know that M.D. She is my sister-in-law.
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Question Mark

1. The question mark indicates a question or doubt.
2. Polite requests that are worded as questions are punctuated with a period.

Example:	If I may ask you to review through Exhibit 6 for that reference.
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3. A sentence that is intended as a question but whose word order is that of a statement is punctuated with a question mark.

Example:	They came back after the game?
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Quotation Marks

1. Quotation marks enclose direct quotations, but not indirect quotations or paraphrases.

Example:	He said to me, "I will be home after work."
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2. Quotation marks enclose fragments of quoted material.

Example:	The documents refer to him as the "yeoman."
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3. Quotation marks are sometimes used to enclose words referred to as a word.

Example:	And when you say "he" whom are you referring to?
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4. Quotation marks sometimes enclose letters referred to as letters.

Example:	If you would just put an "x" on the relevant spot.
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5. The terminating period goes inside of the quoted material.

Example:	She said, "Hurry up." She said, "He said, 'Hurry up.'"
----------	---

6. Single quotation marks replace double quotation marks when a quote appears within a quote.

Example:	The witness said, "I distinctly heard him say, 'Don't be afraid,' and then I heard the gun fire."
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Semicolon

The semicolon serves as a higher-level comma. It connects clauses that may have punctuation within the clauses.

1. Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

Example:	Call me tomorrow; I will give you my answer then.
Example:	I have paid my dues; therefore, I expect all the privileges listed in the contract.

- It is preferable to use a semicolon before introductory words such as *namely, however, therefore, that is, i.e., for example, e.g., or for instance* when they introduce a complete sentence. It is also preferable to use a comma after the introductory word

Example:	Check the equipment; setup the logbook, including the time and date; test all of the microphones.
Example:	As we discussed, you will bring two items; i.e., a sleeping bag and a tent are not optional.

- A semicolon may be used before an introductory expression such as *for example, however, that is, besides, accordingly, therefore, otherwise*, in place of a comma.

Example:	You will want to bring many backpacking items; for example, sleeping bags, pans, and warm clothing will make the trip better.
Example:	On one point everyone agreed; namely, that too much money had been spent.

- A semicolon is used in place of a comma to separate phrases or items in a series when the phrases or items themselves contain commas.

Example:	In your briefcase, you need to have a good supply of pens, red and green; transcript order forms, local and judicial; several tapes, and earphones.
	This conference has people who have come from Toronto, Ontario; Victoria, British Columbia; and Winnipeg, Manitoba.

Abbreviations

- A period follows almost all abbreviations.
- Periods are usually omitted from abbreviations made up of single letters.

Example:	He is the CEO of the company. The RCMP and OPP were represented.
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- Do not use abbreviations for words that are spoken in full. Do not use abbreviations for statutes, unless they are a citation or spoken that way in court.

Example:	We have included Exhibits 1, 2, 3, 4, et cetera. (<i>not etc.</i>)
Note:	Do not use "s." instead of Section unless it is in a citation.

- Terms in which a suffix is added to a numeral are not genuine abbreviations and do not require a period.

Example:	2 nd , 3 rd , 4 th
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- Isolated letters of the alphabet used to designate a shape or position are not abbreviations and are not punctuated.

Example:	F minor, A1.
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6. When a punctuated abbreviation ends a sentence, its period becomes the terminal period.

Example:	For years she claimed she was the oldest living fossil at Briggs & Co.
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7. Abbreviations are usually all capitalized when they represent initial letters of lower case words.

Example:	COLA (cost of living allowance).
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8. Adding a lowercase “s” after the last period usually pluralizes punctuated abbreviations that stand for phrases or compounds.

Example:	Ph.D’s, or RSPs
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9. The plural form of abbreviations of units of measurement is the same as the singular form.

Example:	10 cc or 10 c.c.
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10. Possessives of abbreviations are formed like those of spelled-out nouns.

Example:	The CEO’s speech was very informative.
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11. Abbreviations of academic degrees are usually punctuated.

Example:	Ph.D.
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12. Saint, Mount, Fort, and Point are usually abbreviated when part of a geographical address.

Example:	Sault Ste. Marie is a lovely city.
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13. Use abbreviations in headers.

Example:	Joseph Smith - in-Ch. Joseph Smith - Cr-ex. Joseph Smith - Re-ex.
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Quotations

1. The first word of a direct quotation is capitalized. NOTE: A comma is inserted before a direct quotation

Example:	The manager said, “We have no budget for the computers.”
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2. When a quotation, whether a sentence fragment or a complete sentence, is dependent on the sentence in which it occurs, the quotation does not begin with a capital. There is no comma inserted where the quotation is dependent on the sentence.

Example:	The first response was “there is absolutely no money for computers.”
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