**Punctuation**: Check as we go in AP Stylebook e.g. “essential clauses” entry. Also Punctuation chapter at end of book. But for now (and for homework):

Odd bits:

**Apostrophe**: In the ’90s

She minds her P’s and Q’s (but her ABCs). The Penn State football team made straight A’s. Their B’s were rather crooked. [looks like “as”]

**Colon**: For AP, Cap if what follows is a complete sentence.

**Comma**: NO serial comma in AP Q: What does that mean/example

Unless it’s longer phrases

if adjectives are “equal” (can be replaced by “and”)

a long, slow climb

BUT a cheap fur coat (fur coat is a noun phrase) Or a fast food restaurant (not fast “and” food)

In compound sentence, with long introductory phrase, before a full quote.

To set off state, year, month e.g.

People in Nashville, Tennessee, got a bonus Friday, Dec. 3, and another gift Nov. 4, 2018, which made them glad.

Meaning changes: Employees who have children at home refuse to work. (Only some)

Vs. Employees, who have children at home, refuse to work. (all)

**Dash** [it’s an em-dash, width of the letter M in that font]. For abrupt change, also in Datelines (ROME (AP)—The pope today announced

**Exclamation point**: goes with what’s quoted. Same for Question mark. Did he just say “anthropomorphic”? He did say, “Would you like some lunch?”

**Hyphen**: For compound modifiers that tie together

A state-of-the-art computer

A 3-year-old boy. Note there’s no such thing as an art computer or an old boy.

He made a living as a part-time teacher (not a “time teacher”) BUT He teaches part time (not an adjective/noun pair anymore); unless it’s after a form of “to be” Her book was second-rate; this avoids confusion.

None after –ly adverbs: The swiftly moving stream Q: Why? A: Can’t have a swiftly stream, so reader moves ahead.

Prefixes: Generally hyphen if two vowels: pre-empt, pre-existing, anti-intellectual BUT cooperate, coordinate.

Suspensive hyphen: a 10- to 20-year-old law.

**Quotation marks:** Running quotes get left off the end of the first compete sentence if it continues in the next graf.

periods, commas go inside quotes even if partial quotes. He said it was “fantastic.” (in North America). Q: Why? A: Because typesetters thought it looked better.

Use for irony or words as words “Input” is now acceptable as a verb.

quotations inside quotations alternate “ ” and ‘ ’ Use single quotes in heds.

Semi-colons: separate independent clauses. Most publications (and Kurt Vonnegut) hate them. Use a period or a conjunction + comma. (But watch subordinating conjunctions, e.g.

NOT It was raining, however I did not get wet. [use “but”]

**Proofing** has changed, but generally that’s on paper. Symbols differ. See copyediting symbols handout. Some proofing e.g. checking jumps has to be done on paper, really.