(<https://help.pentaho.com/UX_and_Documentation_Home/Documentation_Style_Guide/Punctuation>)

# Punctuation

This section contains guidelines for following punctuation rules:

* Ampersands
* Colons
* Commas in Lists and Compound Sentences
* Ellipses
* Emphasis
* Hyphenation
* Parentheses
* Punctuation in Bulleted Lists
* Slashes
* Spaces after Periods
* Quotation Marks with Commas and Periods

## Ampersand (&)

Use ampersand within titles when citing multiple versions such as "Windows 7 & 8" or when you are specifically referring to the symbol on the user interface.

## Colons

Use a colon to precede a bulleted or numbered list.

**Correct**: Follow the instructions below to retrieve data from a flat file:

## Commas in Lists and Compound Sentences

Use serial commas to separate items in a list.

**Correct**: The information includes name, date, time, and GMT offset.  
**Avoid**: The information includes name, date, time and GMT offset.

In compound sentences, it is not always necessary to place a comma before the conjunction. If the two phrases that compose the compound sentence are brief, you can omit the comma. If one or both phrases are complex, use the comma.

## Ellipses

Do not use ellipses except to indicate omitted code. When you must use them, type three periods with no spaces in between them and no spaces preceding or following the ellipses. In the code blocks, place the ellipses on a separate line.

*Example*:

<html>

<head>

<title>Example</title>

</head>

<body>

...

</body>

</html>

## Emphasis

Italics

Use italics to emphasize a word, but do so *sparingly*. Use italics when introducing a new term or naming other documents.

Quote Marks

When using quotes for emphasis, use "double quotes." Do not use 'single quotes'.

Exclamation Points

Avoid using exclamation points.

## Hyphenation

Do not hyphenate at line breaks.

* Hyphenate two or more words that modify a noun if confusion might result; for  
  example, "read-only memory."
* Hyphenate word/numeric two word modifiers, for example, "8-point font."
* Avoid suspended compound adjectives; for example, "You can use any combination of upper- and lowercase letters in a password." Spell out "uppercase" and "lowercase."

## Parentheses

Do not use parentheses in titles. If a title uses an acronym, spell it out unless it is internationally known, such as IBM. You can use parenthesis to define an acronym in text. Avoid using parenthesis in text to define a parenthetical phrase, instead use commas.

## Punctuation in Bulleted Lists

Use the guidelines below for bulleted lists:

* Capitalize the first word of each bulleted item.
* Most bulleted lists are not full sentences and do not require periods. If one item has more than one sentence and requires a period, all items in the bulleted list get a period at the end.
* Numbered lists always get a period at the end of the sentence.

## Slashes

Do not use slashes except for technical terms.

## Spaces after Periods

Do not put two spaces after a period, colon, or question mark. Use only one space.

## Quotation Marks with Commas and Periods

When a sentence ends with closing quotation marks, include the punctuation at the end of a sentence *inside* the quotation marks.

**Correct**: For more details, see "Streaming XML Input."

**Incorrect**: For more details, see "Streaming XML Input".

Place any commas inside the quotation marks.

**Correct**: For more information, see the ALTADDR command in "Command Reference," Appendix A.

**Incorrect**: For more information, see the ALTADDR command in "Command Reference", Appendix A.

**Note**: This is a cultural difference between the UK and US.