

PUNCTUATION

PERIOD: (.)

RULE 1: Use a period at the end of a declarative sentence (statement).

We found a bird that had fallen from its nest.

RULE 2: Place a period at the end of an imperative sentence (command).

Please take this with you.

RULE 3: Use a period after initial(s).

Jeremy J. Wing is my friend.

RULE 4: Use a period after the letter(s) and number(s) in an outline.

- I. Birds
 - A. Birds that fly
 - B. Birds that don't fly
 - 1. Penguins
 - 2. Ostriches
- II. Reptiles
 - A. Poisonous
 - B. Non-poisonous

RULE 5: Place a period after an abbreviation.

A. Days of the week:

Sunday- Sun.	Thursday - Thurs., Thur.*
Monday - Mon.	Friday - Fri.
Tuesday - Tues., Tue.*	Saturday - Sat.
Wednesday- Wed.	*The first listing is preferred.

B. Months of the year:

January - Jan.	July
February - Feb.	August - Aug.
March - Mar.	September - Sept.
April - Apr.	October - Oct.
May	November - Nov.
June	December - Dec.

C. Times:

A.M. - Latin ante meridiem	(before noon)
P.M. - Latin post meridiem	(after noon)

D. Directions:

N. - north S. - south E. - east W. - west

E. Titles:

Mrs. - title used before a married woman's name (plural = Mmes.)
Mr. - Mister
Ms. - title that doesn't show if a woman is married or unmarried
Dr. - Doctor
Gen. - General
Capt. - Captain
Sen. - Senator

F. Places (general):

Ave. - Avenue	Bld. - Boulevard
Ln. - Lane	Hwy. - Highway
St. - Street (or Saint)	Mt. - Mountain (Mts. - Mountains)
Dr. - Drive	Str. - Strait

Always use a dictionary to check for proper abbreviations.

G: Places (Specific):

Mt. Rushmore - Mount Rushmore	SD - South Dakota*
Ft. Lauderdale - Fort Lauderdale	Penna. - Pennsylvania
St. Augustine - Saint Augustine	(*Using the two letter postal code for each states is suggested; no periods are used.)
U.S.A. - United States of America	
Eur. - Europe	

H. Associations and Organizations:

Y.W.C.A. - Young Women's Christian Association
Y.M.H.A. - Young Men's Hebrew Association

If the dictionary provides two possibilities, the first given is preferred.

A.M.A. - American Medical Association
E.M.A. - Entrepreneurial Mothers' Association
Madd - Mothers Against Drunk Drivers*
NOW - National Organization of Women*

*If the initials spell out a word, the word is called an acronym. **Do not use periods with acronyms.**

I. Other abbreviations:

MP - Military Police (also M.P.)	Mgr. - Manager
Co. - Company	Assn. - Association

If a sentence ends with an abbreviation, do not place an additional period.

Example: Julius Caesar died in 44 B.C.