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A colon is commonly used to introduce what comes after it, such as an announcement, an

A dash (—) is not the same as the much smaller hyphen (-).

The most common use of the dash is to offset and emphasize interrupting or concluding elements, but the dash is not the only tool for doing this. Parentheses, commas, and dashes all have their own uses for interrupting statements.

Parentheses are considered the gentlest interruption—they are used to provide extra information within the flow of the sentence. It can be visualized as the narrator leaning over and whispering into the ear of the reader.

*Writing (especially the academic type) has so many rules!*

Commas are a stronger interruption, forcing the reader to pause and consider the added information.

*The professor, after many years of research, had planned to retire that year.*

Dashes create the strongest interruption, emphasizing the importance of the information that is added.

*The sentence should be common (h) (e) (s)*

if they are part of the quoted material. Think about who "said" the mark. Was it you, or was it the person you are quoting?

*The unusual regularity with which the term "inappropriate" appears in Canadian writing is "astounding" (Paget, 2001).* In this case, the author is "exclaiming" the sentence, and the mark is \_\_\_\_\_ of the quotations.

*Like Juneau, I feel that "nobody really understands pork" (Grosman, 1982)* In this case, the person being quoted is clearly the excited one. The exclamation mark belongs \_\_\_\_\_ the quotation marks.

Commas and periods are placed inside quotation marks at the edge of a quote regardless of whether they were present in the original quote.

*Having travelled from Wales to the most eastern shore of Russia, Jones could not have travelled "a step*