

# Colons and Semicolons<sup>1</sup>

## COLONS

1. Use a colon to introduce lists of things: items in a series which can not be single words, phrases, or subordinate clauses.

*Note: The first appearance before a colon must be a complete sentence.*

2. When sentences are joined with a coordinating conjunction (and, but, or, for, nor, yet, so), use commas. However, you should be sure to use a semicolon with conjunctive adverbs:

The type of connective you choose need not change the meaning, but it will change the

