

“Are you a doctor?” asked Mahmoud.

but

“Are You a Doctor?” the fifth story in *Will You Please Be Quiet, Please?*, treats modern love.

All the band’s soundtracks—*A Hard Day’s Night*, *Help!*, *Yellow Submarine*, and *Magical Mystery Tour*—were popular.

- 6.120** **Question mark with exclamation point.** In the rare case of a question or exclamation ending with a title or quotation that ends in a question mark or exclamation point, include both marks only if they are different and the sentence punctuation seems essential. See also 6.72.

Have you seen *Help!*?

Who shouted, “Long live the king!”?

I just love *Who’s Afraid of Virginia Woolf?*!

but

Who starred opposite Richard Burton in *Who’s Afraid of Virginia Woolf?*

Who wrote “Are You a Doctor?”

Where were you when you asked, “Why so blue?”

Lists and Outline Style

- 6.121** **Lists and outlines—general principles.** All items in a list should be constructed of parallel elements. Unless introductory numerals or letters serve a purpose—to indicate the order in which tasks should be done, to suggest chronology or relative importance among the items, to facilitate text references, or, in a run-in list, to clearly separate the items—they may be omitted. Where similar lists are fairly close together, consistent treatment is essential.
- 6.122** **Run-in versus vertical lists.** Lists may be either run in to the text or set vertically (outline style). Short, simple lists are usually better run in, especially if the introduction and the items form a complete grammatical sentence (see 6.123). Lists that require typographic prominence, that are relatively long, or that contain items of several levels (see 6.126) should be set vertically.
- 6.123** **Run-in lists.** If numerals or letters are used to mark the divisions in a run-in list, enclose them in parentheses. If letters are used, they are sometimes italicized (within roman parentheses; see 6.5). If the introductory mate-

rial forms a grammatically complete sentence, a colon should precede the first parenthesis (see also 6.59, 6.62, 6.65). The items are separated by commas unless any of the items requires internal commas, in which case all the items will usually need to be separated by semicolons (see 6.58). When each item in a list consists of a complete sentence or several sentences, the list is best set vertically (see 6.124).

The qualifications are as follows: a doctorate in physics, five years' experience in a national laboratory, and an ability to communicate technical matter to a lay audience.

Compose three sentences to illustrate analogous uses of (1) commas, (2) em dashes, and (3) parentheses.

For the duration of the experiment, the dieters were instructed to avoid (a) meat, (b) bottled drinks, (c) packaged foods, and (d) nicotine.

Data are available on three groups of counsel: (1) the public defender of Cook County, (2) the member attorneys of the Chicago Bar Association's Defense of Prisoners Committee, and (3) all other attorneys.

You are advised to pack the following items: (a) warm, sturdy outer clothing and enough underwear to last ten days; (b) two pairs of boots, two pairs of sneakers, and plenty of socks; and (c) three durable paperback novels.

- 6.124** **Vertical lists—punctuation and format.** A vertical list is best introduced by a complete grammatical sentence, followed by a colon (but see 6.125). Items carry no closing punctuation unless they consist of complete sentences. If the items are numbered, a period follows the numeral and each item begins with a capital letter. (When items in a numbered list consist of very long sentences, or of several sentences, and the list does not require typographic prominence, the items may be set in regular text style as numbered paragraphs, with only the first line indented, punctuated as normal prose.) To avoid long, skinny lists, short items may be arranged in two or more columns. If items run over a line, the second and subsequent lines are usually indented (flush-and-hang style, also called hanging indentation, as used in bibliographies and indexes). In a numbered or bulleted list, runover lines are aligned with the first word following the numeral or bullet. An alternative to indenting runover lines is to insert extra space between the items.

Your application must include the following documents:

- a full résumé
- three letters of recommendation
- all your diplomas, from high school to graduate school

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a brief essay indicating why you want the position and why you consider yourself qualified for it
two forms of identification

An administrative facility can be judged by eight measures:

image	quality
security	functional organization
access	design efficiency
flexibility	environmental systems

Each of these measures is discussed below.

Compose three sentences:

1. To illustrate the use of commas in dates
2. To distinguish the use of semicolons from the use of periods
3. To illustrate the use of parentheses within dashes

To change the date display from “31” to “1” on the day following the last day of a thirty-day month, the following steps are recommended:

1. Pull the stem out to the time-setting position (i.e., past the date-setting position).
2. Make a mental note of the exact minute (but see step 4).
3. Turn the stem repeatedly in a clockwise direction through twenty-four hours.
4. If you are able to consult the correct time, adjust the minute hand accordingly, and press the stem all the way in on the exact second. If you are not able to consult the correct time, settle on a minute or so past the time noted in step 2.

Use the control panel on your printer to manage basic settings:

- Control toner usage by turning EconoMode on or off.
- Adjust print quality by changing the Resolution Enhancement technology and Print Density settings.
- Manage printer memory by changing the Image Adapt and Page Protect settings.

- 6.125** *Vertical lists punctuated as a sentence.* In a numbered vertical list that completes a sentence begun in an introductory element and that consists of phrases or sentences with internal punctuation, semicolons may be used between the items, and a period should follow the final item. Each item begins with a lowercase letter. A conjunction (*and* or *or*) before the final item is optional. Such lists, often better run in to the text, should be set vertically only if the context demands that they be highlighted.

Reporting for the Development Committee, Jobson reported that

1. a fundraising campaign director was being sought;
2. the salary for this director, about \$50,000 a year, would be paid out of campaign funds; and
3. the fundraising campaign would be launched in the spring of 2005.

If bullets were used instead of numbers in the example above, the punctuation and capitalization would remain the same.

- 6.126** *Vertical lists with subdivided items (outlines).* Where items in a numbered list are subdivided, both numerals and letters may be used. Any runover lines should be aligned with the first word following the numeral.

Applicants will be tested for their skills in the following areas:

1. Punctuation
 - a. Using commas appropriately
 - b. Deleting unnecessary quotation marks
 - c. Distinguishing colons from semicolons
2. Spelling
 - a. Using a dictionary appropriately
 - b. Recognizing homonyms
 - c. Hyphenating correctly
3. Syntax
 - a. Matching verb to subject
 - b. Recognizing and eliminating misplaced modifiers
 - c. Distinguishing phrases from clauses while singing the “Conjunction Junction” song

In the following example, note that the numerals and letters denoting the top three levels are set off by periods and those for the lower four by single or double parentheses, thus distinguishing all seven levels by punctuation as well as indention. Note also that numerals are aligned vertically on the last digit.

- I. Historical introduction
- II. Dentition in various groups of vertebrates
 - A. Reptilia
 - 1. Histology and development of reptilian teeth
 - 2. Survey of forms
 - B. Mammalia
 - 1. Histology and development of mammalian teeth
 - 2. Survey of forms
 - a) Primates
 - (1) Lemuroidea
 - (2) Anthropoidea
 - (a) Platyrrhini
 - (b) Catarrhini
 - i) Cercopithecidae
 - ii) Pongidae
 - b) Carnivora
 - (1) Creodonta
 - (2) Fissipedia
 - (a) Ailuroidea
 - (b) Arctoidea
 - (3) Pinnipedia
 - c) Etc. . . .

In a list with fewer levels, one might dispense with capital roman numerals and capital letters and instead begin with arabic numerals. What is important is that readers see at a glance the level to which each item belongs. Note that each division and subdivision should normally contain at least two items.