



Writer's Job Shop Style Guide for Editors

U.K. and U.S. English
(written in U.K. English)



When editing on behalf of the Writer's Job Shop you need to follow a set of standard guidelines. These are outlined in the following document. Please print this document out and refer to it when completing orders.

Some general points

- Our role is to improve our customer's English. Please treat each and every document as if it were your own work. Please make a concerted effort to make the documents the best they can be. This is what matters the most to the people who order from us.
- Bear in mind that many of our customers are not simply looking for their English to be corrected, they need help to express themselves in a more powerful and logical manner. Our job is to transform documents from good to great!
- Customer satisfaction is extremely important to us. We appreciate editors and proofreaders who go the extra mile for our customers. We have a very successful customer satisfaction track record and we want to keep it. Happy customers = more orders = more work for you!
- Some customers have negotiated price reductions. The price advertised on the Writer's Job Shop "available orders" page is the final price. If you do not wish to work at the reduced rate, please do not take the order from the job notice board.
- Please change the user information on your word processor to your first name and last initial, and use the Vappingo ID that has been assigned to you for your initials; e.g., Sarah M V001. You can do this in Microsoft Word by visiting *preferences > user information*.

What we do

Our editing services include:

- Correction of grammatical errors
- Correction of punctuation errors
- Correction of spelling errors
- Contents revisions and suggestions: Improvements to flow, readability and language
- Logical structure
- Clarity revisions and suggestions: Ensure content is logical, transitions are clear and arguments are relevant
- Ensuring the tone is relevant for the audience.



Our proofreading services include:

- Correction of grammatical errors
- Correction of punctuation errors
- Correction of spelling errors
- Minor improvements to flow and readability. Where substantial restructuring is needed, suggestions can be made (if solutions are obvious); otherwise, it is sufficient to highlight the problem area to the customer.

We do frequently receive proofreading orders for documents that very clearly need editing. Obviously it can be very difficult to proofread a document that requires substantial structural and content revisions. The majority of our editors will actually edit these orders as opposed to proofreading them and will return the completed document with a note that politely points out that the customer may wish to consider editing services in the future.

Editor's checklist

Before returning the document to the customer, please ensure that you have carried out the following tasks:

- Corrected all grammar, punctuation, spelling and usage
- Used language that is appropriate to the subject matter and the audience
- Achieved consistency in terms of writing style, argument and format
- Eliminated ambiguity
- Checked that internal cross-references are accurate
- Verified that references and citations are formatted appropriately
- Ensured that the formatting of headings, bulleted lists and other displayed matter is consistent
- Ensured that figures and illustrations are appropriate and correctly labelled and captioned
- Ensured that the document is free from blank lines, unwanted spaces and other unnecessary additions
- Used Word's track changes (or the equivalent in other word processors) and created two versions of the document, one tracked and one clean.

Please always remain professional and polite when responding to customer queries, messages and feedback. If you experience a difficult customer, disagree with a revision request or have any questions, please refer the matter to support before contacting the customer. You can message support through the system or email support@writersjobshop.com.



Please follow the Writer's Job Shop Style Guide unless instructed otherwise by the customer.

Writer's Job Shop Style Guide

Abbreviations/contractions

- Full points with lower-case abbreviations only, no full points with upper case abbreviations or contractions. Examples: NATO, Mr, e.g.
- But no full points with units of measurement for weights and measures (see also 'Numbers and units'). Examples: kg, mph, 10 m/s² (one exception: in.). Always place a space between the number and the unit of measurement (exception: unit symbols for degree, minute, and second for plane angle).
- Words to be abbreviated should appear in full with the abbreviation in parentheses at the first mention. If the customer does not do this, leave a comment requesting them to do so.
- If the abbreviation is very well known to the intended audience, you don't need to define it.

Ages

- (See also 'Numbers and units')
- Hyphenate appropriately:
 - Six-year-old or a 6-year-old.
 - Six years old or 6 years old.

Ampersand (&)

- Do not use in running text as a replacement for the word 'and'.
- Use in company names only when the company itself does so.

Brand names

- Where possible, use generic rather than specific terms. Examples: correction fluid not *Tipex*, sticky notes not *Post-It Notes*, marker pen not *Sharky*.



- Avoid the trademark and registered trademark symbols ™ and ® unless the context absolutely requires their inclusion. ® is always superscript without a preceding space.

Capitalisation

- (See also 'Titles')

	Do	Do not
Professional titles	<ol style="list-style-type: none"> 1. Capitalise titles when they are used directly before a name: <ul style="list-style-type: none"> • <i>President Obama addressed the nation in his State of the Union address.</i> • <i>The Chief of Staff, George Brown, attended the opening party.</i> 2. Capitalise titles that follow the name on the address or signature line: <ul style="list-style-type: none"> • <i>Sincerely, Mrs Moore, Chairperson.</i> 3. Capitalise any titles that are used as a direct address: <ul style="list-style-type: none"> • <i>Do you think I need medication Doctor?</i> • <i>Can you help me after school please Professor?</i> 4. Capitalise the first word in a salutation (Mr, Ms, Mrs etc.): <ul style="list-style-type: none"> • <i>Dear Mr Jones:</i> • <i>I waited for my teacher, Ms Brown, to enter the room before I sat down.</i> 	<p>Capitalise titles when they appear on their own or follow a name:</p> <ul style="list-style-type: none"> • <i>I was delighted when I got the opportunity to meet the president.</i> • <i>George Brown is the chief of staff.</i> <p>Capitalise job descriptions:</p> <ul style="list-style-type: none"> • <i>Joe works as a project manager.</i> • <i>I hope to one day get a job as an accountant.</i>
Common nouns	<p>Capitalise common nouns if they are part of a proper name for place, person or thing:</p> <ul style="list-style-type: none"> • <i>The Conservative Party.</i> • <i>The River Ribble.</i> 	<ol style="list-style-type: none"> 1. Capitalise common nouns when they stand alone or are used in subsequent references: <ul style="list-style-type: none"> • <i>The party did not submit a candidate for the presidency.</i> • <i>I spent a pleasant day walking along the river.</i> 2. Capitalise plural cases of common nouns:

		<ul style="list-style-type: none"> • <i>The Severn, Ribble and Thames are just three of the rivers that can be found in the United Kingdom.</i>
Seasons, months and days of the week.	<p>1) Capitalise the names of seasons if they appear in proper names:</p> <ul style="list-style-type: none"> • <i>The Winter Olympics.</i> • <i>The Summer of Our Discontent.</i> <p>2) Capitalise months and days of the week:</p> <ul style="list-style-type: none"> • <i>The next meeting will take place on the first Tuesday in February.</i> 	<p>Capitalise the names of seasons when they are used as common nouns:</p> <ul style="list-style-type: none"> • <i>I really can't wait for the summer now.</i> • <i>This winter has been extremely cold.</i>
Rooms	<p>Capitalise the word <i>room</i> if it is used as a proper name:</p> <ul style="list-style-type: none"> • <i>Room 101.</i> • <i>The party will be held in the Somerville Room.</i> 	<p>Capitalise the word <i>room</i> if it is <u>not</u> the name of a specially designated room:</p> <ul style="list-style-type: none"> • <i>There are three rooms on the lower level.</i> • <i>Dinner will be served in the dining room at dusk.</i>
Directional indicators (e.g. North, South, East, West).	<p>Capitalise directional indicators that refer to specific geographic regions or popularized names for those regions:</p> <ul style="list-style-type: none"> • <i>The Northeast.</i> • <i>The Midwest.</i> 	<p>Capitalise general directional indicators:</p> <ul style="list-style-type: none"> • <i>The wind blew from the west.</i> • <i>The north of the country is much cooler than the south.</i>
Titles of publications	<p>1. Capitalise the first and last words of titles of publications, regardless of their parts of speech.</p> <ul style="list-style-type: none"> • <i>The Help.</i> • <i>The Da Vinci Code.</i> <p>2. Capitalise other words within titles, including the short verb forms <i>Is</i>, <i>Are</i>, and <i>Be</i>.</p> <ul style="list-style-type: none"> • <i>Men Are From Mars and Women Are From Venus.</i> 	<p>Capitalise short words within titles such as <i>a</i>, <i>an</i>, <i>the</i>, <i>but</i>, <i>as</i>, <i>if</i>, <i>and</i>, <i>or</i>, <i>nor</i>, or prepositions, regardless of their length, unless the title commences with those words:</p> <ul style="list-style-type: none"> • <i>One Flew over the Cuckoo's Nest.</i> • <i>Of Mice and Men.</i>
Agency names	<p>Capitalise the words <i>federal</i> or <i>state</i> when used as part of an official agency name or in government documents where these terms represent an official name:</p>	<p>Capitalise <i>federal</i> or <i>state</i> when they are used as general terms:</p> <ul style="list-style-type: none"> • <i>Washington is a state in the United States.</i> • <i>Please ensure that you adhere to all federal laws.</i>



	<ul style="list-style-type: none"> • <i>The State of Washington.</i> • <i>The Federal Bureau of Investigation has featured in many documentaries.</i> 	
Course titles	<p>1) Capitalise course titles that are derived from proper nouns:</p> <ul style="list-style-type: none"> • <i>English 101.</i> • <i>French history.</i> • <i>German.</i> <p>2) Capitalise specific titles of courses:</p> <ul style="list-style-type: none"> • <i>ENGL 285 Themes in American Writing</i> • <i>Accounting 101</i> • <i>After the completion of my course I will have a Masters in Business Administration.</i> 	<p>1) Do not capitalise course titles unless they include a proper noun:</p> <ul style="list-style-type: none"> • <i>I like math, science and history.</i> <p>2) Do not capitalise the names of degree courses when they are used in general:</p> <ul style="list-style-type: none"> • <i>I enjoyed studying my master's degree.</i> • <i>I hope to one day have a degree in accounting.</i>
Names of departments	<p>Capitalise the names of departments when used officially:</p> <ul style="list-style-type: none"> • <i>I work for the Department of Accounting.</i> 	<p>Capitalise the names of departments when used informally:</p> <ul style="list-style-type: none"> • <i>I work in the accounting department.</i>
Armed forces	<p>Capitalise the words <i>Army</i>, <i>Navy</i>, <i>Marines</i>, and <i>Air Force</i>, whether or not they are preceded by the name of the country under which they operate, e.g. <i>U.S.</i></p>	
Page Numbers	<p>Always use numeral and cap <i>P</i> when the word 'page' is used with a figure.</p> <ul style="list-style-type: none"> • <i>Continued on Page 2,</i> <i>See Page 123.</i> 	

Currency

- Use numerals for currency and do not leave a space between the symbol and the numeral. Examples: £1.00, €10, \$8 million.

Dates and time



- 5:00 a.m., 10:30 p.m.
- 06:00, 14:25 (use the 24-hour clock only if the context demands it).
- 10 March 2007 (unless US style is required: March 10, 2007).
- 400 BC and 950 AD (note the order of the numerals and abbreviations, and the use of small capitals).
- Periods of time are not treated as measurements unless technical/scientific usage demands otherwise. Examples: one hour not 1 h, three days not 3 days.

Displayed lists (See 'Lists')

Inclusive language

- The passive should be used sparingly to avoid repetition of 'he or she'.
- The use of 'they' to encompass 'he or she' is permissible.
- Do not use 'he' (or 'she') to encompass 'he and she'.
- If a gender-neutral expression can be used easily (work-hours for man-hours), then do so.

Internet

- When noting URLs, omit 'http://' if the URL starts with www.
- Use HTML, not html.
- Do not hyphenate 'email' but do hyphenate similar terms (e.g. 'e-commerce').
- Use capitals for 'Internet' but not for 'web' and 'website'.

Italics (See also 'Quotations')

- Titles of books, newspapers, television programmes, etc., are italic but single quotes should be used for articles, chapters and other parts of larger works.
Example: 'Editor's Checklist' is the second section in *The Writer's Job Shop Style Guide*.
- Variables in mathematics are italic.
- Examples: *x* axis, $x + y = z$.
- Italics are permissible for emphasis. Example: He *claimed* he loved her.

Lists

- Displayed lists can be numbered or bulleted.
- The text preceding a displayed list usually (but not necessarily) ends in a colon.
- A list comprising short phrases is styled as follows:



- the entries in the list start with a lower case letter
- all but the last entry do not finish with a full stop
- the last point in the list does finish with a full point.
- If the list does not start with a colon (e.g. a standalone list or one following a full stop) or if each bullet is a proper sentence, the first letter of each entry should be capitalised, and each should finish with a full stop.
- Text directly following lists: flush left unless a new paragraph is being started. Flush left paragraphs must be identified as such for the typesetter.

Numbers and units

- (See also 'Ages', 'Currency' and 'Dates and time')
- Spell out one to ten. Other numbers should be recorded in numerical form.
Exception: Always use Arabic numerals for ages and percentages (see below), even for numbers less than 10.
- Use a comma in numbers over 9999. Examples: 10,000, 1,000,000
- Millions, etc., can be spelt out or be numerals, depending on the context. Indices are acceptable in technical usage. Example: 1,500,000, 1.5 million, 1.5×10^6 .
- Use a hyphen for spelt-out numbers between twenty-one and ninety-nine.
- Numbers starting sentences in normal text (i.e. excluding tables and similar) are spelt out. If the number is large, recast the sentence. The exception to this rule is a sentence that begins with a calendar year: 2007 was a record-breaking year for fundraising.
- Numbers and words in the same sentence may be mixed. Example: He had previously owned two cats, but found himself in charge of 11 dormice.
- Fractions: if spelt out, use a hyphen. Examples: one-half, three-quarters, one-tenth, 1/12th
- Periods of time are not treated as measurements unless technical/scientific usage demands otherwise. Examples: one hour not 1 h, three days not 3 days.
- Percentages should always be expressed as a number. Examples: 2 per cent, 22 per cent. Use 'per cent' ('percent' if imposing US style). The % symbol is permissible in tables and illustrations.
- Decimal points are on the line, not raised.
- Units must use conventional abbreviations. Example: μg not mcg.
- Units are separated from the numeral by a space, and use the solidus. Examples: 60 kg, 4 cm, 15 hp, 48 Mb, 10 m/s².
- Do not hyphenate units. Example: 50 mg/day dosage not 50-mg/day dosage.
- Use metric units in preference to Imperial, unless the context demands otherwise (e.g. if imposing US style). It may sometimes be appropriate to add the metric equivalent or the conversion factor in parentheses. e.g. if an Imperial unit is unfamiliar to the target audience.
- Inches are abbreviated to in. (note the point), feet to ft (do not use ' and ").
- Elide ranges. Examples: 3.00–5.15 p.m., 1440–1500, pp. 123–44. Note that there is no space between the unit and the hyphen.



Points of the compass

- Capitalise only when part of a recognised geographical place name. Examples:
West Coast, North Carolina, north Somerset.
- No full points in abbreviations. Examples: SE, NNW.
- Hyphenate. Examples: south-west, north-east.

Titles

Titles of academic courses:

- Do not italicize course titles or put quotation marks around them.

Titles of books, computer games, movies, operas, plays, poems, albums, songs, radio and television programs, lectures, speeches and works of art:

- Capitalize the principal words, including prepositions and conjunctions of four or more letters.
- Put quotation marks around all such works except the Bible and books that are primarily catalogues of reference material: 'The Star-Spangled Banner', 'Gone With the Wind', NBC's 'Today Show', Encyclopaedia Britannica.
- Translate a foreign title into English, unless the American public knows the work by its foreign name: Rousseau's 'War', not Rousseau's 'La Guerre'. BUT: Leonardo da Vinci's 'Mona Lisa'.

Titles of newspapers and magazines:

- Do not place these titles in quotation marks.
- Capitalise the in the name if that is the way the publication prefers to be known.
- Lowercase *the* before names if listing several publications, some of which use *the* as part of the name and some of which do not: Time, Newsweek, the Washington Post and the New York Times.

Titles of directions/regions:

- Lowercase north, south, northeast, northern, etc. when they indicate compass direction: The cold front is moving east.
- Capitalise compass points when they designate U.S. regions: A storm system that developed in the Midwest is spreading eastward.
- With names of countries, lowercase compass points unless they are part of a proper name or are used to designate a politically divided nation: northern France, western United States, Northern Ireland.
- With states and cities, lowercase compass points when they describe a section of a state or city: western Massachusetts, southern Atlanta.
- Capitalise compass points when used in denoting widely known sections: Southern California, the Lower East Side of Manhattan.



Titles of seasons:

- Lowercase spring, summer, fall and winter, as well as derivatives like wintertime unless part of a formal name: the Winter Olympics.

Quotations

- Use quotation marks for excerpts from speeches, books, etc., but if a word or phrase is being defined or discussed, use italics. Examples: He was, he said, 'not a little concerned'. When we talk about being *not a little concerned* we mean...

References

- Follow the style of author, if consistent. Otherwise, use www.bibme.org to generate the reference list.

In-text citations

Name/date style

- Use full punctuation (commas and semicolons). Example: Smith and Blackheart (1990) reported previous findings (Ramonés and Blondie, 1978; Jett et al., 1979).
- Cite in alphabetical order if more than one citation within parentheses.
- Combine citations differing only in the year. Example: (Smith and Jones, 1991a,b, 1995; Zither et al., 1978, 1990).

Numbered style

- All citations must be numbered in the order in which they will be encountered by a reader. This includes citations in figures and tables.
- Numbers can be either enclosed in square brackets or superscript. In both cases, the numbers are separated by commas without a following space.



Quick Punctuation Guide

Punctuation Mark	Name	Basic Rules	Example
;	Semi-colon	<p>1) To merge two independent clauses that may have been separated by the words ‘and’, ‘yet’, ‘but’, ‘or’, ‘nor’, ‘for’ and ‘so’.</p> <p>2) As a super-comma, to separate items in a long list.</p>	<p>1) There's a crocodile in the toilet; he has a lot of hair growing out of his ears.</p> <p>2) At the chocolate factory I scoffed acid balls, they were super sour; everlasting gob stoppers, I spat mine out after an hour; curly toffees, rather yummy; and iced fancies, they made me sick.</p>
.	Period (US)	<p>1) To denote that a sentence is finished.</p> <p>2) After initials, abbreviations and contracted words.</p>	<p>1) Always end your written sentences with a period.</p> <p>2) Mins. Yrs. Mr. Dr.</p>
:	Colon	To <i>introduce</i> . Can be used to introduce anything: words, phrases, lists, names or quotations	<ul style="list-style-type: none"> • The hungry buffoon only had one thing on his mind: peanut butter cupcakes. • The hungry buffoon was thinking of lots of things: peanut butter cupcakes, chocolate donuts, crispy duck and pig's trotters. • The buffoon finished his feast in seconds: ‘I'll never eat again’, he said.
“”	Single quotation marks (See below for differences between UK and US English)	<p>1) To directly and exactly quote the words of someone.</p> <p>2) When providing the names of horticultural cultivars.</p> <p>3) For scare quotes (to denote that the writer doesn't really buy into the meaning).</p> <p>3) For words used as examples. NB: To emphasize words do not use quotation marks, use italics.</p>	<p>1) ‘I was absolutely amazed to find a crocodile in the bathroom brushing his teeth’, Mother said.</p> <p>2) An example of an apple is ‘Jonathon,’ of a grape, ‘Chardonnay,’ and of the Gallica rose, ‘Rosa Munda’.</p> <p>3) The crocodile claimed that his behaviour was ‘normal’.</p> <p>3) The words ‘effect’ and ‘affect’ are often confused.</p>
“”	Double quotation marks	1) To denote a quote within a quote.	1) ‘I could not believe my ears when the crocodile said, “Can I have some privacy here?”’ Mother exclaimed.



Punctuation Mark	Name	Basic Rules	Example
...	Ellipsis	<p>1) To indicate that some information has been omitted.</p> <p>2) To indicate a pause in a sentence.</p> <p>3) To indicate an idea is trailing off into silence.</p> <p>Formatting: AP Style calls for space before, space after, and none between.</p>	<p>1) As an Olympic athlete, James had tried many sports, swimming, boxing, running ... skiing and even skydiving.</p> <p>2) Sarah had a wakeboarding accident ... the outcome was not attractive!</p> <p>3) I love you but ...</p>
!	Exclamation mark	<p>1) To add an air of emotion to a sentence.</p> <p>2) To accompany mimetically produced sounds.</p>	<p>1) I can't believe it! I think I have fallen in love with a hairy-knuckled oaf!</p> <p>2) Ha! I knew it; you just can't resist hairy knuckles on a man. Does he comb them?</p>
?	Question mark	Replaces the period in a sentence in order to denote a direct question.	Did you really like my new hairy-knuckled boyfriend?
()	Brackets / parentheses	<p>1) To enclose words that are included as an aside.</p> <p>2) To enclose words or figures that clarify the existing sentence.</p> <p>NB: It is grammatically acceptable to use commas instead of parentheses but, because the parentheses have the effect of acting as an aside, they are generally used to denote that the information is less important.</p>	<p>1) There were one hundred (100) gremlins banging at the door demanding ice cream.</p> <p>2) I refused to answer the door because (1) I am not particularly fond of gremlins, (2) I had just got out of the shower, and (3) I had no ice cream in the freezer.</p>
-	Hyphen	<p>To join words and to separate syllables of a single word.</p> <ul style="list-style-type: none"> • Use a hyphen for compound adjectives before the noun • Do not use a hyphen when the compound modifier occurs after the verb 	<ul style="list-style-type: none"> • hairy-knuckled old man. • well-known student, full-time job, 20-year sentence • The student was well known. Her job became full time. He was sentenced to 20 years.
—	En dash	The en dash gets its name from its length, as it is one 'N' long. The en dash is used to express a range of values or a distance.	The gremlin was around 50–60 years old, we could tell this from the state of his teeth.



Punctuation Mark	Name	Basic Rules	Example
—	Em dash	The em dash also gets its name from its width, which is roughly one 'M' long. It is used in a similar fashion to the parenthesis: to indicate added emphasis, an interruption or an immediate change of thought. Use the em dash sparingly and when you wish to express something in an abrupt manner. Formatting: Don't space before and after the dash—like this!	<ul style="list-style-type: none"> • The crocodile—who knows what he was doing in the bathroom in the first place—used all my shower gel. • It took several people to lift the enormous pumpkin—John, Graham, Tim and Edward.
/	Slash	<ol style="list-style-type: none"> 1) To distinguish between two terms. 2) Within abbreviations. 3) To separate lines of poetry. 	<ol style="list-style-type: none"> 1) he/she, period/full-stop, and/or. 2) w/, w/out. 3) I have a spelling checker,/It came with my PC./It plane lee marks four my revue/Miss steaks aye can knot sea.

Quotation Marks in British and American English

Here is a quick chart of the differences:

Style issue	American Style	British Style
To enclose a quotation, use...	Double quotation marks	Single quotation marks
To enclose a quotation within a quotation, use...	Single quotation marks	Double quotation marks
Place periods and commas...	Inside quotation marks	Outside quotation marks
Place other punctuation (colons, semi-colons, question marks, etc.)...	Outside quotation marks*	Outside quotation marks*

*Place other punctuation inside quotation marks when that punctuation is part of what is being quoted, such as a quoted question.



Punctuation Mark	U.S. English	U.K. English
Single (‘ ’) versus double (“ ”)	Double quotation marks are the standard form, and single quotation marks are normally used to enclose a quotation within a quotation.	Single quotation marks are the standard form, and double quotation marks should normally be used to enclose a quotation within a quotation.
Periods / full stops (.) and commas (,)	<p>Periods and commas should always be placed inside quotation marks:</p> <p>“James,” shouted Belinda, “can you please help me with the laundry.”</p> <p>“Conquest,” said Jefferson, “is not in our principles.”</p>	<p>Periods and commas should always be placed outside of the quotation marks, unless they are placed within the quotation marks in the original version:</p> <p>‘James’, shouted Belinda, ‘can you please help me with the laundry’.</p> <p>‘Conquest’, said Jefferson, ‘is not in our principles.’</p> <p>(The full stop appears within the quotation mark in the original and should therefore be reproduced as such.)</p>
Exclamation marks (!) and question marks (?)	<p>In both U.K. and U.S. English, exclamation marks and question marks can be placed either inside or outside of quotation marks, depending upon the way in which they are used.</p> <p>1) If a statement itself ends with a quoted question, the question mark should be placed within the quotation marks: <i>Malcolm X had the courage to ask the younger generation of American blacks, ‘What did we do, who preceded you?’</i></p> <p>2) If a question ends with a quoted statement that is <u>not</u> a question, the question mark will go outside the closing quotation mark. In U.S. English there is no requirement to insert a period after the closing quotation mark, but in U.K. English it is preferable to insert a full stop after the closing quotation mark: <i>- Who was it that said, “Friends, Romans, countrymen, lend me your ears”?</i> (U.S. English)</p>	



Punctuation Mark	U.S. English	U.K. English
	<p>- <i>Who was it that said, 'Friends, Romans, countrymen, lend me your ears'?</i> (U.K. English)</p> <p>3) If a question ends with a quotation containing an exclamation mark, the exclamation mark will supersede the question and end the sentence. <i>Wasn't it Malcolm X who declared, 'Why, that's the most hypocritical government since the world began!'</i></p>	
Colon (:) and semi-colons (;)	<p>Colons and semi-colons should always be placed outside of the quotation marks unless they appear inside the quotation marks in the original quote. <i>The family wanted to visit Florida's 'Big Three': Disney World, Epcot Center, and Sea World.</i></p>	