

## **The semicolon:**

1. Use the semicolon between main clauses not joined by coordinate conjunctions.
2. Use the semicolon between main clauses joined by the words:  
*for, for instance, that is, besides, accordingly, moreover, nevertheless, furthermore, otherwise, therefore, however, consequently, also, instead, hence, still.*
3. Use the semicolon between main clauses if there are commas within the clauses and between items in a series if the items contain commas.

## **The colon:**

Use a colon to mean “note what follows.”

As a mark of punctuation which “looked forward,” the colon is commonly used in three constructions:

1. Use a colon before a list of appositives or a list of any kind introduced formally by such words as the following or as follows.  
  
When the listed items follow immediately after the verb, no punctuation is required.
2. Use a colon before a long and formal statement or quotation.  
  
*Dr. Stoddard made the following observations: The time is coming when a general college education will be as common as a high school education is today. . .* (Note that a formal statement like this need not be enclosed in quotation marks.)
3. Use a colon between main clauses when the second clause explains or restates the idea in the first.