The colon and semi-colon are punctuation marks that provide the audience with a better understanding of the information.

**PURPOSE**

**COLON** | indicates something follows such as a quotation, example, or list

**SEMI-COLON** | joins two independent clauses

**RULES FOR COLONS**

1. Extension of the first part of the sentence
   - Provide emphasis (more persuasive)
     - She wished to return to one place: Newfoundland.
   - Explains the first idea
     - The three businesses will operate downtown: the candy store will be in the east end, the fish market will be centrally located, and the café will operate on the sidewalk.
   - List ideas
     - I have studies in many countries: England, Australia, and Canada.
   - Provide a quotation
     - The facilitator was amazed with the attendance: “I am thrilled with the support.”

2. Indicate clock time (hours and minutes)
   - 12:00 a.m.

3. Present a ratio of two numbers
   - 3:4

4. Separate chapter and verse in biblical references
   - John 4:13

5. Divide titles (major: minor OR general: specific OR title: subtitle)
   - Economic Impacts: Tourism Community

6. Indicate volume and page numbers of a cited work
   - Journal Title: 3:65-78

7. Bibliographic entries
   - Number. Last name Initial(s). Title of book. Edition [if other than first]. Place: Publisher; year.

8. Formal Salutations
   - Dear Mr. Brown:

9. Business correspondence
   - CC: Ms. Brown
   - Attention: Mr. Smith

**INCORRECT COLON USAGE**

- After a verb
  - Vertical farming provides: plant protection and superior conditions.

- After a preposition
  - Vertical farming saves on: water and food wastage.

- After illustration words (“for example”, “such as”, “especially”, “for instance”, “including” and other illustration words)
  - Vertical farming provides optimal growing conditions such as: water, light, and temperature.
SEMI-COLON
A semi-colon establishes more separation than a comma, but less than a period. It indicates a longer pause than a comma. It becomes a super comma.

RULES FOR SEMI-COLONS

(1) Separate items in a list when commas are already present
   - The conference team traveled to many Canadian cities including Calgary, Alberta; Montreal, Quebec; and Moncton, New Brunswick.

(2) Indicate close connection or relationship between two independent clauses
   - The storm impacted the entire area; the city declared a state of emergency.

(3) Support conjunctive adverbs
   - The weather deteriorated quickly; as a result, the university campus closed.

SOURCES USED


Sources cited using MLA 9