

## **Editorial Graphics and Publishing Services**

### **Guidelines for Punctuating Lists**

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences.

#### *Example 1*

Students are required to submit the following documents:

- An application signed by student and cosigned by parent
- A recommendation from your teacher
- A letter of recommendation from your counselor
- School records with grades for the past year

#### *Example 2*

Students are expected to know and follow the rules:

- Sign in at each session.
- Present your ID to the attendant at the front desk.
- Wear a swim cap before getting into the pool.
- Do not run alongside the pool.