Vertical Lists

Vertical lists should have at least three items, set off as separate lines preceded by either numbers, letters, bullets or other typographical symbols. Introduce a vertical list with a complete sentence ended with a colon. Use hanging indentation for all lists.

Use parallel construction, and pay close attention to subject-verb agreement, tense, active-passive and person.

Bulleted lists

Be sure that bullets are proportionate to the size of the text. Usually, it is best to use round or square bullets, unless you are making a checklist for the reader to check off items. Avoid offbeat or gimmicky symbols.

Several ideas are offered that might help avoid a disaster:
- The rules should be changed so that players are not so vulnerable.
- Players should be ejected for spearing or blindsiding.
- Letters warning of these practices should be written to the pertinent officials.

Numbered lists

Use numbers to show order of occurrence, ranking or when the items are referred to elsewhere in the text. Numbers are followed by periods.

Print a proof of your color separation:
1. Choose “Print…” from the File menu.
2. In Windows, select a printer for “Print to,” if necessary.
3. If you’re printing on a PostScript printer, select your printer type for “Type.”

Lettered lists

Use letters to help readers select individual items that don’t follow a sequence, but may be referred to later.

GoToMyPC is a neat product:
- Set up takes just minutes.
- Internet access is all you need to access your computer.
- They’re offering a 30-day free trial.

Sources

- AP Stylebook Online
- The Chicago Manual of Style Online
- Grammar Girl: Quick and Dirty Tips for Better Writing
- Garner’s Modern American Usage, Third Ed., Bryan Garner
- Working With Words: A Handbook for Media Writers and Editors, Sixth Ed., Brooks, Pinson and Wilson
- Merriam Webster’s Manual for Writers and Editors, Revised 1998
Punctuation and capitalization

Phrases

Begin items that are not complete sentences with a capital letter. Do not end with periods.

Once the series editor and the author have made all substantive changes, the manuscript goes through these procedures:
- Fast pass for copyediting and formatting
- Slow pass for copyediting
- Author’s final check on manuscript or proofs
- Final editorial and production proofreading
- Copyeditor’s checking of corrected proofs

Single items

Begin each single item with a capital letter. Do not end with periods.

The illustrator is responsible for supplying the editor with files that are converted for the following uses:
- Web
- Print
- PowerPoint
- Large-format posters

Complete sentences

Introduce a list with a complete sentence ended with a colon. If the items listed are complete sentences, begin each with a capital letter and end with a period.

When list items are complete sentences, use the following method:
- The introductory sentence ends with a colon.
- Each list item begins with a capital letter.
- Each list item ends with a period.

If a sentence fragment introduces a list, reword the fragment into a complete introductory sentence that ends with a colon.