



Colons

Colons are used after independent clauses (complete sentences) to call attention to the words that follow. These words can be another independent clause, an illustration, or list related to the first clause.

Examples: *The Writing Studio helped Ashley with important steps of the writing process: drafting, revising, and editing.*

My roommate eats the same two things for breakfast: frozen waffles and scrambled eggs.

The note from the instructor read as follows: "Meet me in my office at noon on Tuesday."

You may also use a colon between two independent clauses if the second summarizes or explains the first.

Example: *Pain stood in the way like a sheet of glass: you could walk through it, but not without a certain noise.*

Use a colon after the salutation in a formal letter, to indicate hours and minutes, to show proportions, between a title and subtitle, and between city and publisher in bibliographic entries.

Examples:

- *Dear Sir or Madam:*
- *5:30 p.m.*
- *The ratio of zombies to brains is 3:1.*
- *The Glory of Hera: Greek Mythology and the Greek Family*
- *Boston: Bedford, 2005*

Adapted from the following sources:
The Well-Tempered Sentence, Karen Elizabeth Gordon
A Writer's Reference, 6th Edition, Diana Hacker

Need more help? Schedule an appointment with the Writing Studio in 2420, 25 Park Place at
<http://gsu.mywconline.net/>