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PUNCTUATION

Type A - items as independent full sentences

The introductory sentence terminates in a colon that introduces a vertical list. Each of the items in the list is a complete sentence that stands independently, opening with an uppercase letter and concluding in a full stop.

These are the basic house rules:

- | Animals are not allowed on the property.
- | Vehicles must be parked in the allocated bays.
- | Household refuse must be placed in the refuse yard on Monday evenings.
- | Residents must not disturb the peace after 22:00.

Type B - items as run-on, incomplete sentences

The introductory sentence terminates in a colon that introduces a vertical list. Each item is required to run on from and complete the introductory sentence. Each therefore opens with a lowercase letter and concludes in a semicolon, except for the final item.

The basic house rules require residents (whether owners or tenants):

- | not to allow animals onto the property;
- | to park their vehicles only in the allocated bays;
- | to place their house refuse in the refuse yard on Monday evenings;
- | not to disturb the peace after 22:00.

Type C - items as single words or brief phrases (sentence fragments)

In such lists, the introductory sentence terminates in a colon and each item opens with a lowercase letter, with no end punctuation except for the final full point.

Legislation will be effective only if it is:

- | reasonable
- | closely monitored
- | comprehensive
- | strictly enforced.

Where possible, choose a system and be consistent in its usage throughout a manuscript; however, in a publication with many diverse lists it may be better to allow all three types rather than to impose an artificial uniformity. Do not allow end-punctuation systems in vertical lists inconsistently.