

TIP Sheet

THE PERIOD

The period is used to end all sentences except those that are direct questions or exclamations. Periods are also used in abbreviations.

1. Use a period to end a declarative or imperative sentence.

- A declarative sentence makes a statement.
All is fair in love and war.
- An imperative sentence issues a request or command.
Please do not leave until you have said good-bye.
- Do not use a period if the sentence is a genuine exclamation. Use an exclamation point.
That speech was fantastic!
- Do not use a period with a sentence that asks a direct question. Use a question mark.
Will the picnic be canceled?
- However, do use a period if the sentence is a statement reporting a question indirectly.
Sara asked if the picnic would be canceled.

2. Use a period in certain abbreviations.

- The following are examples of some abbreviations which use periods:

<i>Mr.</i>	<i>B.A.</i>	<i>e.g.</i>	<i>A.M. or a.m.</i>	<i>ft.</i>
<i>Mrs.</i>	<i>M.A.</i>	<i>i.e.</i>	<i>P.M. or p.m.</i>	<i>oz.</i>
<i>Ms.</i>	<i>Ph.D.</i>	<i>etc.</i>	<i>Capt.</i>	<i>dept.</i>
<i>Dr.</i>	<i>R.N.</i>	<i>Ave.</i>	<i>c.o.d.</i>	<i>P.O.</i>

- Do not use a period with U.S. Postal Service abbreviations for states.

Long Beach, CA

Longview, TX

Detroit, MI

- Do not use a period with most abbreviated names of organizations or with commonly used abbreviations that replace words.

<i>NATO</i>	<i>IRS</i>	<i>CSU</i>	<i>NBA</i>
<i>NAACP</i>	<i>TV</i>	<i>VCR</i>	<i>CD-ROM</i>

- However, sometimes usage varies, such as in the abbreviation USA or U.S.A., both of which are acceptable. When in doubt, consult a dictionary or style manual, or a publication by the agency or group in question.
- If a sentence ends with a period marking an abbreviation, do not add a second period.

You will need to bring your own towels, sheets, blankets, pillows, etc.