



Writing Tip Wednesday

NCEH/ATSDR Writer-Editor Services

Stop Fighting These Three Punctuation Rules

1. ALWAYS place periods and commas INSIDE the quotation marks.

- “We are working on a cure,” he said.
- *Assure* means to “inform confidently.” *Ensure* means “to make certain.”

2. Use only ONE SPACE after periods and colons.

- Choose healthy meal and snack options to help you avoid high blood pressure and its complications. Be sure to eat plenty of fresh fruits and vegetables.
- Include the following information: subject, purpose, summary.

3. In a list, ALWAYS use a comma before the “and” (aka, the serial comma, or the Oxford comma).

- Eat a balanced meal, exercise, drink plenty of fluids, and avoid stress.
- COVID-19 vaccines are safe, effective, and free.