Colons Tutorial
By Shelby Weiss
Use a colon after the salutation of a business letter

Example-
Dear Sir:
Use a colon to express the hours and minutes in figures. Use a colon between numbers representing the volume and pages of book and magazines.

Example 1.-
7:45 P.M

Example 2.-
That verse is found in volume VII: page 16
Use a colon to separate chapter and verse referring to a specific Bible selection

Example-
Psalm 19:1
Use a colon between a title and a subtitle

Example-
Pretty Little Liars: Who’s in the Box?
Use a colon to introduce a list or a series of items

Example:
Please pick up these items from the store: milk, eggs, sugar, bread.
Use a Colon before listed items that are introduced by such words as the following, thus and these

Example-
By the time he turned twenty, he had traveled to the following: Africa, Asia, and Europe