



# How To Use Colons

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# Use a Colon to Introduce a List or Series of Items

## Example

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These are the eight parts of speech: noun, pronoun, adjective, verb, adverb, preposition, conjunction, and interjection.

# Use a Colon After the Salutation of a Business Letter

## Examples

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Dear Madam:

Dear Senator:

# Use a Colon Between the Hour and the Minute of Time

## Examples

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The train is due here at 5:08.

My doctor appointment is at 7:30 tomorrow morning.

# Use a Colon Between a Title and a Subtitle

## Example

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Did William Shakespeare write *Twelfth Night: or What You Will*?

Have you seen *Lord of the Rings: the Fellowship of the Ring*?

# Use a Colon Between the Numbers Referring to Volume and the Pages of Books and Magazines

## Examples

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It is found in volume II: pages 22-23.

The story is found in volume VI: pages 34-38

Use a Colon Before Listed Items That Are Introduced By Such Words as *the Following*, *As Follows*, *Thus*, and *These*; By a Number; or By Any Other Expression That “Points Out.”

## Examples

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In high school he played the following sports: baseball, basketball, football, and tennis.

My grocery list included the following items: apples, oranges, tea, and peppers.

# Use a Colon to Separate Chapter and Verse Referring to a Specific Bible Selection

## Examples

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Everyone should follow Proverbs 3:5.

The story of Passover starts in Exodus 12:1.