

## BULLETS<sup>1</sup>

### Bullets vs. Numbers

Numbered lists suggest a hierarchy and are commonly used on scholarly publications. If numbers are not essential, and if the items are not in a particular order, it is better to use bullets.

### Capitalizing Bullets

Most experts recommend that each bulleted item start with a capital letter.

### Parallel Structure

Write bullets in parallel structure (words, parts of speech, phrases, clauses, sentences)

### Punctuating Bullets

Rule	Example
Use periods after independent clauses, dependent clauses, or long phrases.	The equipment in this project consists of: <ul style="list-style-type: none"> <li>• Three horizontal centrifugal pumps with design temperature of 100 degrees F.</li> <li>• Three electric motors, in accordance with Appendices II and IIA.</li> <li>• Three steel base frames.</li> </ul>
Use commas after short phrases or semi colons after long phrases that are essential to the grammatical completeness of the statement introducing the list.	A number of tags are used in HTML, including: <ul style="list-style-type: none"> <li>• Image tags,</li> <li>• Background tags, and</li> <li>• Paragraph tags.</li> </ul>
Do not use periods after short phrases or single words in a list if the introductory statement is complete or if the listed items are like those on an inventory sheet or a shopping list.	The software in this price range offers many excellent features: <ul style="list-style-type: none"> <li>• Windows 9x and up</li> <li>• Audio pronunciations</li> <li>• Rebate</li> <li>• Tutorial</li> </ul>
When one bullet contains a complete sentence, punctuate all bulleted items as though they were complete sentences: capitalize the beginning words and use a period at the end of each item.	You will not be accepted if you have been diagnosed with: <ul style="list-style-type: none"> <li>• Arthritis.</li> <li>• High blood pressure.</li> <li>• Asthma or some allergies. Please list your allergies and give date of last flare up.</li> </ul>

Questions? Email us at [info@quillassociates.com](mailto:info@quillassociates.com)

<sup>1</sup> Adapted from Judy Vorfeld's Office Support Services, based on the Gregg Reference Manual, Ninth Edition (Sabin), and the Copyeditor's Handbook (Einsohn). [www.osseb.com/article-bullets.html](http://www.osseb.com/article-bullets.html)