

# 44 Reminders

## Titles

7. Title refers to main claim
29. Don't quote or italicize your title

## Essay structure

1. Short introduction
2. Introduce subpoints of argument
3. Develop argument in order of subpoints
4. Short conclusion with new material
5. 3+ sentences per paragraph

## Sentence structure

9. Keep parallel
22. Adverbial conjunction between two sentences: semicolon before, comma after
23. Put period or semicolon between sentences
26. Avoid fragments
41. Avoid dangling modifiers
42. Pronouns must agree
43. There is + plural subject = there are
44. Keep tenses consistent (artworks: present; historical events: past)

## Word use

9. Than / then
10. Affect / effect
11. To / too
12. It's / its
13. There / their / they're
14. -d (supposed, used)
15. -s to pluralize -st
16. Don't write as one word

## Commas

17. After introductory fragment
18. End fragment completes: no comma
19. End fragment doesn't complete: comma
20. Conjugation between two sentences: comma
21. Conjugation between sentence and fragment: no comma
24. Fragment without identified subject: no comma
25. Fragment with identified subject: comma
32. Not before title
33. Not after introductory conjunction
34. Not after *although, even though, though, since, while, if, as, because, before, after*
35. Surround sentence interrupters
36. Not before verb (no other commas)
37. Not after *such as*

## Colons

37. Not after *such as*
38. Not after preposition
39. Not after *to be*

## Apostrophes

40. Apostrophes show possession or contraction

## Quotation marks & italics

27. Quotation marks around pieces of a larger work (stories, episodes, songs)
28. Italics for the larger work (books, movies, albums)
30. Quotation marks outside period and comma
31. Quotation marks inside semicolon and colon