

Punctuation

6 Period

- a. Use a period at the end of a declarative sentence: The snow was falling softly.

- b. Use periods after initials of names:

J. B. Johnson; J. B. J.

- c. Use periods after abbreviated titles of courtesy: Mr. Bryan; Mrs. Lane

Note: Except for *Ms.*, do not use periods after titles of courtesy that are not abbreviations: Miss Williams; Judge Eastland; Ms. Hunter

- d. Use periods after abbreviations of days and months:

Days

Sunday—Sun.	Thursday—Thurs.
Monday—Mon.	Friday—Fri.
Tuesday—Tues.	Saturday—Sat.
Wednesday—Wed.	

Months

January—Jan.	July—(none)
February—Feb.	August—Aug.
March—Mar.	September—Sept.
April—Apr.	October—Oct.
May—(none)	November—Nov.
June—(none)	December—Dec.

- e. Use periods after abbreviations of directions:

North—N.	Northeast—N.E.
South—S.	Northwest—N.W.
East—E.	Southeast—S.E.
West—W.	Southwest—S.W.

- f. Use periods after abbreviations of states:

Note: The names of states should be spelled out when they stand alone or follow a city. The first abbreviation that is listed for most states is used most often in lists, maps, footnotes, and bibliographies. The second abbreviation listed is the two-letter, postal form that is used with ZIP codes and has no period following it.

Examples:

- Alabama—Ala.—AL
- Alaska—(none)—AK
- Arizona—Ariz.—AZ
- Arkansas—Ark.—AR
- California—Calif.—CA
- Colorado—Colo.—CO

- Connecticut—Conn.—CT
- Delaware—Del.—DE
- Florida—Fla.—FL
- Georgia—Ga.—GA
- Hawaii—(none)—HI
- Idaho—(none)—ID
- Illinois—Ill.—IL
- Indiana—Ind.—IN
- Iowa—(none)—IA
- Kansas—Kans.—KS
- Kentucky—Ky.—KY
- Louisiana—La.—LA
- Maine—(none)—ME
- Maryland—Md.—MD
- Massachusetts—Mass.—MA
- Michigan—Mich.—MI
- Minnesota—Minn.—MN
- Mississippi—Miss.—MS
- Missouri—Mo.—MO
- Montana—Mont.—MT
- Nebraska—Nebr.—NB
- Nevada—Nev.—NV
- New Hampshire—N.H.—NH
- New Jersey—N.J.—NJ
- New Mexico—N.Mex.—NM
- New York—N.Y.—NY
- North Carolina—N.C.—NC
- North Dakota—N.Dak.—ND
- Ohio—(none)—OH
- Oklahoma—Okla.—OK
- Oregon—Oreg.—OR
- Pennsylvania—Pa.—PA
- Rhode Island—R.I.—RI
- South Carolina—S.C.—SC
- South Dakota—S.Dak.—SD
- Tennessee—Tenn.—TN
- Texas—Tex.—TX
- Utah—(none)—UT
- Vermont—Vt.—VT
- Virginia—Va.—VA
- Washington—Wash.—WA
- West Virginia—W.Va.—WV
- Wisconsin—Wis.—WI
- Wyoming—Wyo.—WY

- g. Use periods after other abbreviations: Avenue—Ave.; Street—St.; Boulevard—Blvd.; Road—Rd.; Rural Route Delivery—R.R.D.; Company—Co.; Building—Bldg.

- h. If a period comes at the end of a direct quotation, place the period inside the end quotation mark: Catherine said, "Let me show you my experiment."