

## Uses of the Colon

1. **After an independent clause that precedes a list.**
  - The use of these punctuation marks often confuses students: comma, semicolon, colon, hyphen, and dash.
  - The Stearns County Theatrical Company announces the opening of the following plays: *Lear*, May 10th; *Death of a Salesman*, June 15th; **and** *Camelot*, August 20th.
  - There are three historical sources of belief: reason or intellect, custom or habit, **and** inspiration.
  
2. **To separate an explanation, rule, or example from a preceding independent clause.**
  - After a sleepless night, the senator made her decision: she would not seek re-election.
  - Music is more than a mechanical arrangement of sounds: it is an expression of deep feeling and ethical values.
  - A way to remember which direction to move the hands of the clock when changing to or from Daylight Savings Time: spring forward, fall back.
  
3. **After the salutation of a business letter.**
  - Dear Mr. Peterson:
  - Dear Faculty Member:
4. **In the heading of a business memo.**
  - TO:
  - SUBJECT:
5. **Between the hour and the minutes.**
  - 5:30 p.m.
  - 3:00 a.m.
6. **Between the chapter and the verse in the Bible, in citations for some literary works, and between the volume and the number of some publications.**
  - Genesis 1:18-20
  - Part 3:121
  - Vol. 2:34
  
7. **As part of a title.**
  - *Grey Power: A Practical Survival Handbook for Senior Citizens.*
  
8. **In a bibliography between the place of publication and the name of the publisher.**
  - Bloomington, Indiana: Indiana University Press, 1966.