

**Titles, Commas,
(Parentheses) and
Ellipses ... where
they go and how
they work**

**Capitalization and
Punctuation Rules in Brazilian
Portuguese and American
English.**



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Capitalization of Titles

- English



There are a few different sets of guidelines. The best known are:

- ❖ MLA (Modern Language Association)

- ❖ APA (American Psychology Association)

- ❖ CMS (Chicago Manual of Style)

Capitalization of Titles

- English



- ❖ MLA MLA Humanities

- ❖ APA APA Social Sciences

- ❖ CMS CMS Also used in non-scholarly publications
(my go-to resource)

Capitalization of Titles

- English

Here are the most relevant Chicago Manual of Style headline capitalization rules:



- ① Capitalize the first and the last word, and all other major words (nouns, pronouns, adjectives, verbs, adverbs, and some conjunctions.)
- ② Lowercase articles (a, an, the), prepositions (regardless of length, except when they are used adverbially or adjectively (such as *Look Up* and *Turn Down* or when they're part of a Latin expression used adjectively or adverbially, such as *De Facto*)
- ③ Lowercase conjunctions *and*, *but*, *for*, *or* and *nor*.
- ④ Lowercase *to*, not only as a preposition, but also as part of an infinitive.

Capitalization of Titles

- English

Chicago Manual of Style Headline Capitalization Rules



There are other rules but this presentation is only one hour long!



The Curious Case of Benjamin Button

Capitalization of Titles

- Portuguese

The Latin rule, in which all letters are lower case, except for the first word, and words that would be capitalized anyway (e.g., a proper noun) is adopted by both the ABNT (*Associação Brasileira de Normas Técnicas*), the standard for academic work, and the Portuguese Language Orthographic Agreement.



Capitalization of Titles

- Portuguese

However, the *Manual de Redação da Folha de São Paulo* recommends headline style for titles of books, movies, paintings, sculptures, records, plays, operas and TV shows.





Memórias póstumas de Brás Cubas

Bonus Tip

In either language, style guides will provide helpful rules for references, footnotes, and more.

Follow the rules specific to the target language's country, especially when translating academic papers or books.



Quotation Marks and Punctuation Meet. What Happens Next?

- English:

- ❖ For reasons unknown to logic, common sense and sanity, the rules are inconsistent.



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Dad, why did she say “I’m going out!”? I thought she was grounded!

Quotation Marks and Punctuation Meet. What Happens Next?

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And isn't that a relief?



Bonus Tip

Single quotation marks

It's an "Inception" quote: a quote inside a quote!

He sighed, "I wish I could sleep. 'To sleep, perchance to dream.'"

"Jeez, you're a snob. Go to bed."

Its rules follow double quotation mark rules.



Parentheses and Punctuation

- English and Portuguese



- ❖ Punctuation goes inside the parentheses when it belongs there. Pretty simple, for once!

Parentheses and Punctuation

- English and Portuguese



- ❖ Punctuation goes inside the parentheses when it belongs there. Pretty simple, for once!

- ❖ But what happens when the parentheses are at the end of the sentence?

- If the words inside the parentheses don't form a complete sentence, punctuation goes outside:

Hey, can you bring me some water (and an apple)?

Parentheses and Punctuation

- English and Portuguese

- ❖ If the words do form a complete sentence, it needs its own period.



Hey, can you bring me some water? (I'd like an apple, too, please.)

Bonus Tip

But what if the parenthesis is not a complete sentence, yet it ends with an abbreviation?



Bonus Tip

But what if the parenthesis is not a complete sentence, yet it ends with an abbreviation?

Never put two periods in a row.

But if the sentence ends in any other punctuation mark, use it.

I love apples (and bananas, oranges, grapes, etc.)!



Bonus Tip 2

Never write “and etc.”

Etc. should always be preceded by a comma, never *and*. *Et* means *and*.

Etc. should never be used to refer to people.



Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

From shortest to longest, here we go:



Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Hyphens

■ English:



Hyphens connect words that are closely related, either as a single concept, or working together as a joint modifier.

There are too many exceptions to talk about it in depth here, but in general, when two or more adjectives come *before* a noun, they are hyphenated (compound modifiers); *after* a noun, they do not.

Long-term relationship/ their relationship was long term.

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Hyphens

■ Portuguese



Again, there are several rules and, furthermore, some rules have changed with the Portuguese Language Orthographic Agreement.

For instance, there are no more hyphens in words in which the prefix ends in a vowel and the second word starts in vowel, or in which the first word ends in a vowel and the second word starts with an s and an r.

Autoestrada

contrarrazões

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ En Dashes



The name in English could not be more descriptive: an en dash has the same length of a typographical N; an em dash, of a typographical M.

En dashes (and its equivalent in Portuguese, the *meia-risca* or *traço* or *meio-travessão*) are the lesser-known middle sibling.

Oh Dash it All! Hyphens, En Dashes and Em Dashes.

❖ En Dashes



How to type an en dash in a Word document:

Word space hyphen space word

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ En Dashes

■ English

Its use is so limited that I'm going to quote directly from the CMS:

Q. What is the difference in usage between an em dash and an en dash?

The en dash connects things that are related to each other by distance, as in the May–September issue of a magazine; it's not a May-September issue, because June, July, and August are also ostensibly included in this range. And in fact en dashes specify any kind of range, which is why they properly appear in indexes when a range of pages is cited (e.g., 147–48). En dashes are also used to connect a prefix to a proper open compound: for example, pre-World War II. In that example, “pre” is connected to the open compound “World War II” and therefore has to do a little extra work (to bridge the space between the two words it modifies—space that cannot be besmirched by hyphens because “World War II” is a proper noun). Now, that is a rather fussy use of the en dash that many people ignore, preferring the hyphen.



Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ En Dashes

■ Portuguese



The en dash (or *meia-risca* or *traço* or *meio-travessão*) is even more obscure in Portuguese; most grammar books don't even acknowledge it.

If you do insist in using it, however, it serves a similar purpose.

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Em Dashes

Now, we're getting somewhere: em dashes are particularly useful, in both languages.

How to type an em dash in a Word document:

Word hyphen hyphen word

(don't type spaces)



Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Em Dashes



As a literary device, it's a matter of taste, tone and timing of the text—it can replace a comma, a semicolon or a parenthesis.

It is also quite the utilitarian punctuation mark—from bullet lists to bibliographies and, in Portuguese, to introduce dialogue.

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Em Dashes

■ English



In English, punctuation does not “interact” with em dashes, because there are not supposed to be any spaces between the words and the dashes.

Oh Dash it All!

Hyphens, En Dashes and Em Dashes.

❖ Em Dashes

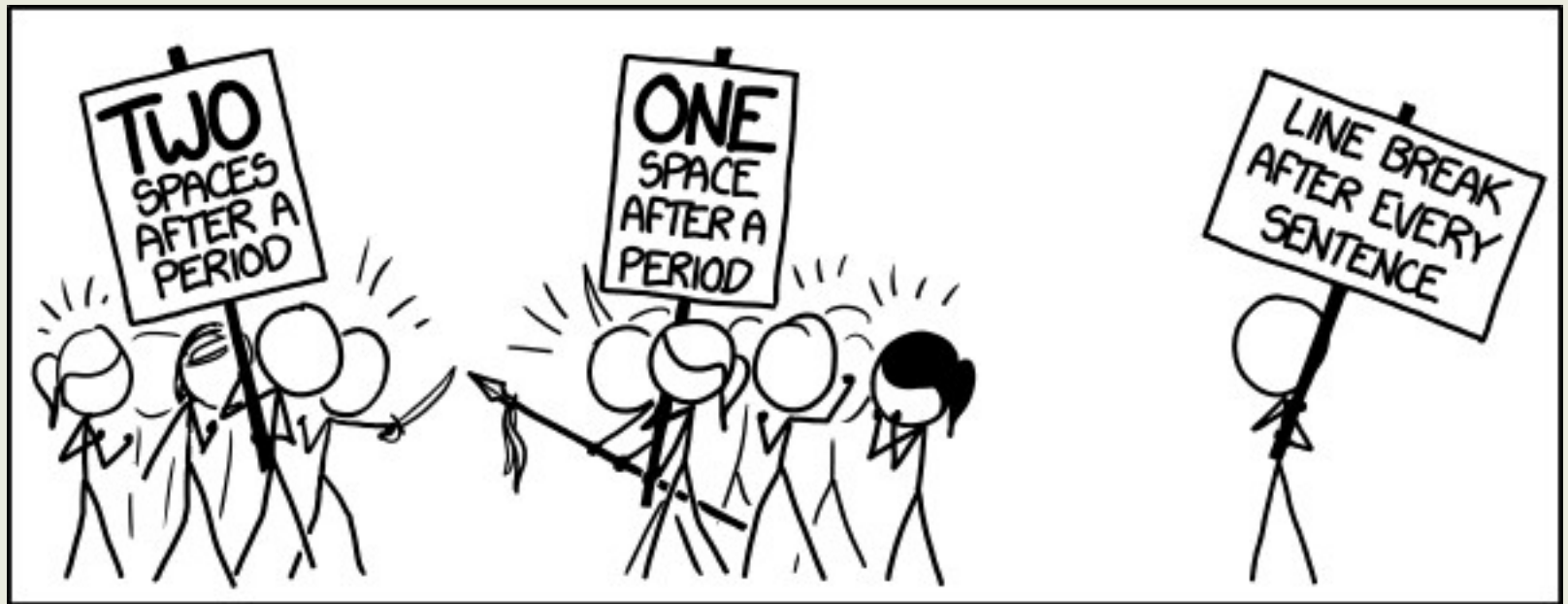
■ Portuguese



In Portuguese, an em dash can be followed or preceded by other punctuation marks, from ellipses to commas.

(between you and me, I think it's bad form)

Periods and spaces



<https://xkcd.com/1285/>

Periods and spaces



One space after a period. Always one space.

In both languages. Yes, there is some discussion about this issue, but two spaces after a period are an old-fashioned rule from the era of the typewriter.

Ellipses

- English



This one has to be easy, right?

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot dot

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot dot

Well. Sure.

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot dot

Well. Sure.

Except

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot dot

Well. Sure.

Except when the ellipsis is at the end of a sentence. Then, there will be four dots.

Ellipses

- English



This one has to be easy, right?

Three dots, of course.

dot dot dot

Well. Sure.

Except when the ellipsis is at the end of a sentence. Then, there will be four dots.

The fourth dot is the period.

Ellipses

Four dots?!?



Ellipses

Four dots?!?

Where is the interrobang when I need it?



Ellipses

Four dots?!?

Where is the interrobang when I need it?



Ellipses

Capitalization after ellipses

- Both English and Portuguese



If the ellipsis denotes a lost train of thought and the next words are clearly forming a new sentence = capitalize.

Otherwise, after a regular ellipsis use lower case.

Ellipses

Punctuation before and after ellipses

- Both English and Portuguese

When an ellipsis is used because a word or passage has been omitted from a quote, other punctuation that appears in the original text may precede or follow, if necessary for reading comprehension.



Ellipses

Spacing before and after ellipses

- English

There is some discussion about an ellipsis—a space before? After? None? Space between each dot?



Ellipses

Spacing before and after ellipses

- Portuguese

No argument here—there is no space between a word and an ellipsis.



The Oxford Blues

And, at last, an issue near and dear to my heart:
the oxford comma or serial comma.



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*When a conjunction joins the last two elements in
a series of three or more, a comma should appear
before the conjunction.*

The Oxford Blues

And, at last, an issue near and dear to my heart:
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*When a conjunction joins the last two elements in
a series of three or more, a comma should appear
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Learn it.

The Oxford Blues

And, at last, an issue near and dear to my heart:
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When a conjunction joins the last two elements in a series of three or more, a comma should appear before the conjunction.

Learn it.

Love it.

The Oxford Blues

And, at last, an issue near and dear to my heart:
the oxford comma or serial comma.



*When a conjunction joins the last two elements in
a series of three or more, a comma should appear
before the conjunction.*

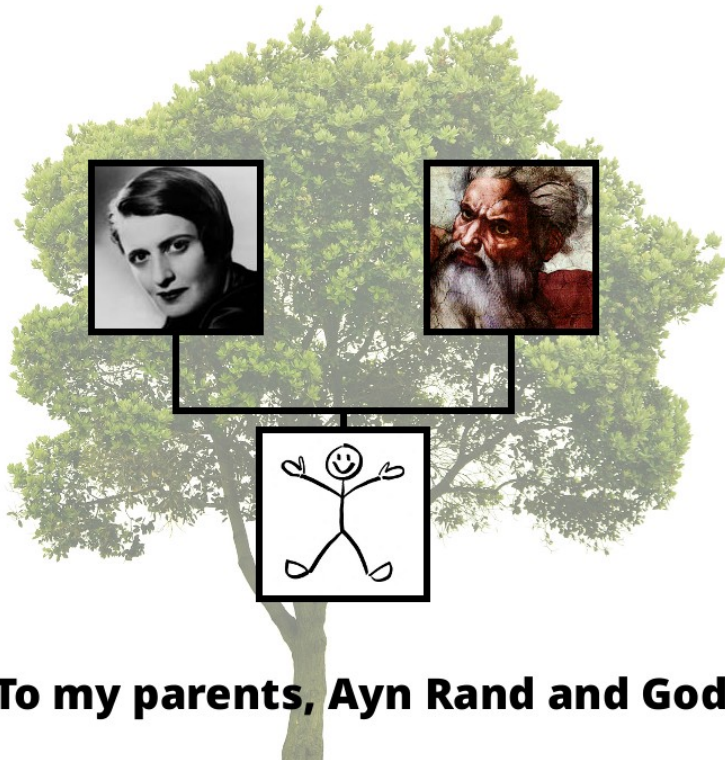
Learn it.

Love it.

Or else.



To my parents, Ayn Rand, and God.



To my parents, Ayn Rand and God.

<http://theamericangenius.com/wp-content/uploads/2012/07/oxford-comma-illustrated.png>