

## 2. PUNCTUATION: a recently standardized system of inserting small marks into texts to indicate proper interpretation through the clarification of syntax

### additional marks on most computer keyboards

% percent sign

\$ dollar sign

£ pound sign

¢ cent sign

# hash mark

(in computer parlance, the `pound sign')

\* asterisk

(in the US, informally called a `bug')

@ at sign

& ampersand, and sign

¶ paragraph mark, blind, pilcrow

§ section mark

□ parallel mark

^ caret

\_ underbar or underscore

< less-than sign

> greater-than sign

< > angle brackets

« » guillemets

(French quotation marks)

» « reversed guillemets

(German quotation marks)

+ plus sign

± plus-or-minus sign

= equal sign

\ backslash

| pipe

Other cases that require special use of punctuation marks

- A. Footnotes
- B. Bibliographies
- C. Titles
- D. Headings
- E. Paragraphs
- F. References to published works
- G. Letter writing
- H. Essays
- I. Research papers

Proper grammar and punctuation are key to being a successful author.