Guidelines for Punctuating Lists

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences.

Example 1
Students are required to submit the following documents:

• An application signed by student and cosigned by parent
• A recommendation from your teacher
• A letter of recommendation from your counselor
• School records with grades for the past year

Example 2
Students are expected to know and follow the rules:

• Sign in at each session.
• Present your ID to the attendant at the front desk.
• Wear a swim cap before getting into the pool.
• Do not run alongside the pool.