

Punctuating bulleted lists

This guide is only a basic guide. If you have any suggestions, corrections or improvements, please contact us. You can contact us at:

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Punctuating bulleted lists

Bulleted lists are a great way of breaking down complicated information. There are different ways to punctuate lists. Here are the most common ways of punctuating them.

A list in which each point is a complete sentence

The Managing Director made three comments about using information technology.

- All IT equipment needs to be kept up to date.
- Staff must be trained to use new IT equipment.
- Don't think that technology will cure all our problems – it won't.

A list which is a continuous sentence

If you want to keep your office tidy, please remember to:

- put your rubbish in the bin;
- clean up after you make the tea; and
- take your food out of the fridge.

A list of very short points

Any good office should have:

- a kettle
- a teapot
- a microwave, and
- a fridge.

Or

Any good office should have the following.

- A kettle
- A teapot
- A microwave
- A fridge