

8.3 Parentheses

Always precede opening parentheses with a space. Do not follow opening parentheses with a space. Do not precede closing parentheses with a space. Always follow closing parentheses with a space, excluding cases where the next character is punctuation.

The museum held the same exhibition two years ago (see the website for more details).

Buddhists believe the bodhisattva Miroku (Skt. Maitreya) will be reborn in the distant future and save the world by preaching Buddhist teachings.

9 Lists

9.1 Ordered Lists

Use numerals or alphabet characters for ordered lists.

1. 2. 3. 1) 2) 3) a) b) c) I II III i ii iii

9.2 Unordered Lists

Use bullet points or hyphens for unordered lists. Stars, hearts, or other unorthodox shapes should be limited to publications aimed at children. In either case, consistent use of the same symbol is preferred. However, if a list is nested within another list, a change in symbol may be a useful visual cue to the reader.

Both of these are right:

Low-Pressure Mount

- Acrylic panel
- Backboard
 - pH-neutral honeycomb board

Low-Pressure Mount

- Acrylic panel
- Backboard
 - pH-neutral honeycomb board

9.3 Series Comma

Use the series comma (Oxford comma) when listing three or more items. The Oxford comma is falling out of favor in certain circles,