

These are extra notes for grammar guidelines. They help to help keep the original document to just two pages. The original document is at: [Grammar Guidelines](#)

Basic Grammar

- RO Sometimes you wish to join two sentences (*John hit the ball. It flew out of the park.*) into one sentence because they are so closely related. If so, you must separate them with a semicolon (*John hit the ball; it flew out of the park*) or a comma followed by a conjunction (*John hit the ball, and it flew out of the park*). The “conjunction” mentioned above can be one of several words: *for, and, not, but, or, yet, so* which you can remember as *FANBOYS*. Do NOT simply put a comma (*John hit the ball, it flew out of the park* – this is known as the comma-splice) or conjunction such as *and* (*John hit the ball and it flew out of the park*) between them. You know you need a semicolon or a “comma-conjunction” if both parts of the sentence would be complete (albeit short) as sentences by themselves (*“John hit the ball”* could stand as a sentence by itself. *“It flew out of the park”* could also stand as a sentence by itself).
- TH Should be *that* (no comma) because this begins a restrictive clause: part of a sentence you can't get rid of because it restricts another part of the sentence and therefore is necessary to the meaning of the sentence. Ex: "The paper that is overdue won't receive a grade higher than a B." The clause *that is overdue* restricts what type of paper receives a B grade or lower. If you left out that clause, the meaning of the sentence would change because you would then be saying that the paper (any paper) won't receive a grade higher than a B. You have changed the meaning.
- WH Should be *, which* (comma before *which*) because this begins a nonrestrictive clause, which means the clause can be left out and it doesn't change the meaning of the sentence. This clause is simply additional information. Ex: "I turned in my paper, which I typed." The clause *which I typed* isn't truly necessary to the meaning of the sentence. It could be left off and the reader would still know you turned in your paper.

Formatting

- PS Paragraph Spacing: To properly space lines after a “hard return,” get to the pop-up window for paragraph settings in Microsoft Word. In the tab “Indents and spacing” find the “Spacing” section. Set “Before:” to 0, “After:” to 0, “Line Spacing:” to “Double” (or “Single” if you are in a single-spacing section) and check the box in front of “Don't add space between paragraphs of the same style.”