

How to punctuate bullets

When each bullet is a fragment, you should use:

- a lower-case letter at the beginning
- no punctuation at the end
- a full stop after the final bullet if it completes the sentence started in the introductory stem (like this one does).

Sometimes your bullets are a simple list, where each item is only a short phrase or a few words long. Each item doesn't create a full sentence when combined with the lead-in line.

This is how you should format bullets like this:

- initial lower-case letter
- no punctuation
- no final full stop

Here are our remaining recommendations:

- When each of your bullets is a full sentence, begin each with a capital letter.
- Bullets that are full sentences should each end with a full stop.
- Don't mix fragments and full sentences in the same list.