

NOTE on use of "which" and "that". "that" is used when the phrase following it is required if we are going to be able to completely identify what is being talked about, while "which" is used to introduce supplementary information. Some examples:

1) If there are three houses on the street, and only one of them is at the corner, then you say:

"The house that is on the corner needs to be painted."

2) If there are three houses on the street, and only one of them is yellow, then you say:

"The yellow house, which needs to be painted, is for sale."

In the first case, the observer cannot identify the exact house until its position is given. In the second case, the house is completely identified by its colour, and the information about the need to be painted is supplementary information. This information is set off with commas, and introduced with "which".

NOTES on the use of "i.e." and "e.g."

"i.e." is an abbreviation for "id est", a Latin phrase meaning "that is". As such, it should be punctuated as if it were the full phrase. Unless there is a parenthesis on one side or the other, it is always preceded by a comma and a space, and always followed by a comma and a space.

"e.g." is an abbreviation for "exempli gratia", a Latin phrase meaning "for example". It should also be punctuated as if the full phrase were present. Unless there is a parenthesis on one side or the other, it is always preceded by a comma and a space, and always followed by a comma and a space.

NOTE on the use of "et al."

"et al." is an abbreviation for "et alii" (masculine plural) or "et alia" (neuter plural), meaning "and others". Since "et" is not an abbreviation, it does not carry a period after it.