

Colon	
Use a colon to join 2 independent clauses to emphasize the second.	Road construction in Yüzüncü Yıl has harmed three separate neighborhoods: Yüzüncü Yıl, Çukurambar, and Çiğdem.
Use a colon after an independent clause when it is followed by a list, a quotation, appositive, or other idea directly related to the independent clause.	Two figures of speech are used most in literature: metaphor and simile. The reason for corruption is obvious: greed.
Use a colon at the end of a business letter greeting.	To the Editor:
Parenthesis (brackets)	
Use parentheses to set off nonessential material, such as dates, clarifying information, or sources, from a sentence.	Muhammed Ali (1942-present), arguably the greatest athlete of all time, claimed he would "float like a butterfly, sting like a bee."
Dash	
Dashes are used to set off or emphasize the content enclosed within dashes or the content that follows a dash.	Perhaps one reason why the term has been so problematic— so resistant to definition, and yet so transitory in those definitions —is because of its multitude of applications.
Use a dash to set off an appositive phrase that already includes commas.	The professors - Dr Jones, Dr Sims, and Dr. Smith - chaired the round table sessions.
Quotation Marks	
Use quotation marks to enclose direct quotations.	He states, "bacteria will not reproduce in an alkali environment."
Use quotation marks to indicate the novel, ironic, or reserved use of a word.	History is stained with blood spilled in the name of "justice."
Use quotation marks around the titles of short poems, song titles, short stories, magazine or newspaper articles, essays, speeches, chapter titles, short films, and episodes of television or radio shows.	"Careless Whisper" by George Michael "The Smelly Car," an episode of <i>Seinfeld</i>
Italics	
Italicize the titles of magazines, books, newspapers, academic journals, films, television shows, long poems, plays of three or more acts, operas, musical albums, works of art, websites, and individual trains, planes, or ships.	<i>Cumhuriyet</i> <i>The Origin of Species</i> by Charles Darwin <i>The Sunflowers</i> by Vincent van Gogh <i>Hepsiburada.com</i> <i>Schindler's List</i> <i>Aida</i> by Verdi <i>The Orient Express</i>
Italicize foreign words.	<i>Laissez faire-laissez passer</i> is the motto of liberal economy.
Italicize a word or phrase to add emphasis.	The <i>intention</i> is more important than the outcome.
Italicize a word when referring to that word.	The word <i>justice</i> is often misunderstood and misused.

Taken from: <http://awc.metu.edu.tr/handouts>