

4 标点符号和文稿格式

4.1 为什么要使用标点符号？

标点 (punctuation) 是一种语言符号系统，在书面语的言语交际中占有重要地位，是构成书面语篇不可或缺的组成部分。小学语文老师常常引用客栈主人在门口贴的告示“下雨天留客天天留人不留”来说明标点符号在汉语写作中的重要性，英语也有类似的说法。英国 18 世纪杰出的剧作家谢立丹 (Richard Brinsley Sheridan) 的名剧《造谣学校》(The School for Scandal) 在伦敦首演时由 Mrs. Abington 担任主角。她演完戏回到化妆室时，发现梳妆台上放着她的演出对手 Mary Robinson 写的一张字条。上面写着：

Mary Robinson says Mrs. Abington is the greatest actress in London.

Mrs. Abington 也不示弱，她在字条上添了两个逗号，把字条送还给 Mary Robinson。字条内容变成了：

Mary Robinson, says Mrs. Abington, is the greatest actress in London.

两个逗号变成了反唇相讥的武器。

Helliwell 写的儿歌里有这样一首：

Every lad in this land
Has twenty nails upon each hand
Five and twenty on hands and feet
All this is true without deceit.

按照每一行的意思理解，整首儿歌讲的不符合事实。但是，

如果我们在它的两三处加上标点符号，意思就明确了：

Every lad in this land
Has twenty nails; upon each hand
Five; and twenty on hands and feet.
All this is true without deceit.

从以上两例我们可以看出，三两个标点符号对句子乃至语篇都有举足轻重的作用。标点可以使语篇眉目清楚，使作者思路清晰，使读者理解准确。所以，我们在写作中对标点的使用切不可掉以轻心。

多少年来传统观点总是把标点与停顿 (pause/stop) 直接联系在一起，实际上这是一种误导。现代语言学认为，标点的运用主要应从语法的方面去考虑：它与语法的级阶 (hierarchy) 有关。书面语言在形式上有三种能识别的可视界限，即词 (the word)、句 (the sentence) 和段 (the paragraph)。从这个语法层次我们可以引出由它们构成的标点的级阶来。

4.2 标点符号的级阶是什么？

由词到段可以构成一个明确的标点符号级阶体系。该体系可用下面的一段文字说明：

... and the chairman was careful to point out the help he had had from the secretary and from the members recently elected to the committee. He mentioned two other men, since co-opted—chosen not elected: Smith and Fox; they had been very useful. Votes of thanks were proposed and unanimously carried.

Before the meeting closed, some further business was transacted. A motion proposed by Johnson sought to raise money by...

其标点级阶是：

不分离字母... opted...

连字符 (-) ... co-opted...

词间隔... since co-opted...

逗号 (,) ... men, since co-opted ...

破折号 (—) ... men, since co-opted—chosen not elected ...

冒号 (:) ... men, since co-opted—chosen not elected : Smith ...

分号 (;) ... men, since co-opted: Smith and Fox; they...

句号 (.) ... men, since co-opted: Smith and Fox; they had been very useful. Votes of thanks were proposed and unanimously carried.

段标 (||) ... had been very useful. Votes of thanks were proposed and unanimously carried.||

Before the meeting closed, some further business was transacted.

主要的标点符号中还有两种没有包括在该级阶内，它们是：

(1) 问号 (?) 和感叹号 (!)。这两个标点符号虽然和句号处于同一级阶，但它们还有自身独特的功能。

(2) 各种括号。由于括号会明显中断某一结构和语义的连续性，所以我们不把它们放在本级阶中。

一般说来，标点符号的后面都要留一个字节 (byte) 的空间。不过，有几种例外：① 引号和各种括号是在前面留一个字节的空，而不是在其后面留空；② 破折号的前后都要留一个字节的空；③ 连字符前后都不留空。

句号、问号、感叹号和冒号后面留的间隔一般比其他标点符号后留的间隔大。如果引号的后一半后面出现括号，或括号后一半出现引号，或者引号或括号后出现其他标点符号时，中间没有间隔。例如，引号的后一半可以紧跟括号的另一半 [")]，逗号或句号后可以紧跟引号的后一半 [, , ". "]，括号后可以紧跟句号 [) .]。

我们主要关注的是词汇层到句子层级阶的标点符号。在一定的语境中，可以有选择地使用标点。比如，可以在句号和问号间做出选择，可以在句号和分号间做出选择，可以在逗号和分号、逗号和冒号、逗号和破折号等等之间决定取舍。不过，值得注意的是，句号和逗号的使用频率远远高于其他标点符号，而这两种符号的使用频率几乎相当。有一位语言学家做过统计，他从新闻、学术著作、

小说中选出相同篇幅的例文，约 72 000 词，各种标点符号的使用数目分别为：

逗号 4 054	括号 165	冒号 78	句号 3 897
分号 163	感叹号 26	破折号 189	问号 89

4.3 标点符号的语篇功能是什么？

标点符号的语篇功能可以概括成三种：分离功能（separation）、特定功能（specification）和区别性功能（distinction）。分离功能指分离连续单位（successive units）和包含单位（included units）；特定功能是指一些约定俗成的使用惯例；区别性功能指可以区别语法、文体、修辞、语义、语用等。

4.3.1 分离功能

4.3.1.1 分离连续单位

分离连续单位是指通过使用标点符号，能够将内容和语义上具有内在逻辑关系的句子、段落断开，便于读者理解，不容易使读者产生歧义。具有分离连续单位的标点符号有段标（paragraph mark）、句标（sentence mark）、分号（semicolon）、冒号（colon）、破折号（dash）、逗号（comma）和连字符（hyphen）。

1) 段标和句标

段标和句标是语篇中两个最高级的分离标点。两者共同的标志是句号（period/full stop/full point/dot）、大写字母（capital）和间隔（space）。段标还有行首缩进（indention）。每段开头缩进 2 至 5 个字节，一般采用缩进 4 个字母的形式。每一段最后一行的句号后空下不写字。句标是由句首的大写字母、句末的句号和句号后与下一句大写字母之间的间隔组成。句号是段标和句标的主要符号。句号主要在陈述句、间接引语和表示比较温和命令的句子中使用；大多

数缩略词也使用句号。

2) 分号

分号 (semicolon) 在级阶上仅次于句号，它使句子构成无连词意合结构 (paratactic relation)。即分号前后的句子没有连词连接，但是意义上紧密相关，分号起到了连词的作用。这样使用的分号在语义上与并列连词极其相似，我们把它叫作并列结构标点 (coordinating mark)。

Teaching is a job at which one will never be perfect, and there is always something more to learn about it.

Teaching is a job at which one will never be perfect; there is always something more to learn about it.

另外，分号还可以跟一个并列连词一起使用，这里的分号相当于一个逗号。

Patience, a teacher must be capable of, is largely a matter of self-discipline and self-training; for we are none of us born like that.

3) 冒号

冒号的分离功能表现在既能分离分句也能分离词语。

Here I want to try to give you an answer to the question: What personal qualities are desirable in a teacher?

There are three principal objects of study: the subjects, the methods, and the learners.

4) 破折号

破折号 (dash) 是介于逗号和冒号之间的一种标点符号，用作分离功能时它比逗号的间隔要大。它经常被用来代替冒号、分号或逗号，有时甚至不代替任何符号，而只是把一个整体结构断开。

It is not merely desirable but essential for a teacher to have a genuine capacity for sympathy—in the literal meaning of that word. “—”代替冒号，阐明或总结前面的话，又叫作总合。

A teacher should be able to put on an act—to enliven a lesson, correct a fault, or award praise. “—”不代替任何符号，起强调作用。

Closely related with this (sympathy) is the capacity to be tolerant—not, indeed, of what is wrong, but of the frailty and immaturity. “—”代替逗号，进一步解释和强调前述内容。

... but it is all too easy, even for people of above-average intelligence, to stagnate intellectually—and that means to deteriorate intellectually. “—”代替分号，进一步解释和强调前述内容。

5) 逗号

逗号是使用范围最灵活、使用频率最高的标点符号。逗号可以分离并列分句和其他并列成分。我们将逗号的用法归纳如下：

(1) 在并列句中，连词 and, but, or, nor, for, yet, so 前要用逗号。

I tried to speak Chinese, and he tried to speak English.

Teaching is a job at which one will never be perfect, and there is always something to learn about it.

I wanted to go to the store yesterday, but I couldn't go because I was busy.

He has been really busy lately, so he cannot meet you this afternoon.

It must have rained last night, for the ground is wet.

Come early, or you will miss the bus.

如果两个或三个并列从句都很简短，意思又紧密相连，它们之间可不用连词而只用逗号。

A memoir is history, it is based on evidence.

—E. M. Forster

He lives for it, he works for it, he dies for it.

逗号的这种用法是特殊情况，有时可在文学作品中见到。另一种情况是，如果两个并列从句都很简短，意思又紧密相连，两个并列句之间不用逗号而用连词。

I paint and he writes.

三个或三个以上的并列分句只有最后一个分句前有 and 或 or，各分句间就需要有逗号或分号，最后一个分句前面也用逗号或分号。

A teacher will be aware of his intellectual strength, he will be aware of his intellectual limitations, and he will have thought about and decided upon the moral principles by which his life shall be guided.

(2) 状语从句或短语(包括介词短语和分词短语)如果放在句子的主语前面或放在句子中间时,后面应用逗号。

Unfortunately, the diamond was fake.

Exhausted, the runner collapsed at the finish line.

Jogging through the park, I was unexpectedly caught in a downpour.

To apply for this job, you must have previous experience.

On February 14, many couples give each other candy or flowers.

If you are not sure about this, let me know now.

If we do not stop fighting against evil, then evil will overtake us.

The first landmark we recognized, well before the plane landed, was the Washington Monument.

She could not, in good conscience, ignore the clamor for passage of the measure.

当主语前的状语成分很短,其后不加逗号也不会引起误解时,逗号可以省略。

On hearing the big noise I knew something terrible had happened.

In on corner of the room they found the injured cat.

(3) 一系列起同样作用的词或短语要用逗号分开。

My \$10 million estate is to be split among my husband, daughter, son, and nephew.

The dirty, rusty, dented car was an eyesore.

She buys bread, butter, vegetables, and many other things from this supermarket.

The little girl likes to sing, to dance, and to act.

有时,从修辞角度考虑,在一个句子的两个并列成分之间需要插入逗号。

She wears a bright blue T-shirt, and walks with slight steps.

Her eyes expressively, charmingly attract all the boys who meet them.

He is a strong, healthy man.

(4) 非限定性从句或短语和句子的主要部分要用逗号隔开。

Freddy, who has a limp, was in an auto accident. Freddy is named, so the description is not essential.

We will attend the judge's lecture, which is scheduled to last an hour.

An old lady, nodding and smiling, invited us in.

限定性从句和短语则不用逗号分开。

The boy who has a limp was in an auto accident.

(5) 独立主格前要用逗号。

His head shaved, Martin was in the Marines now.

The pioneers pressed forward across the desert, their water almost gone.

(6) 插入语的前后用逗号分开。

I am, as you have probably noticed, very nervous about this.

Your work, I'm sorry to say, is not satisfactory.

(7) 在一些连接副词后面要用逗号, 例如 therefore, however, consequently, nevertheless, as a result, for example 等。

I would, therefore, like a response.

I would be happy, however, to volunteer for the Red Cross.

The Cubist painter, for example, was obviously inspired by the families of crystal.

(8) 进行对比时, 要用逗号。

Owning a car in most cities is a necessity, not a luxury.

Kelley's chief requirement in clothes is not style, but low price.

That is my money, not yours.

(9) 引入或者打断直接引语时, 要用逗号。

He actually said, “I do not care.”

“Why,” I asked, “do you always forget to do it?”

在句子的陈述部分和提问部分之间要用逗号。

I can go, can't I?

由 now, yes, well 开头的句子, now, yes, well 之后要用逗号。

Yes, I do need that report.

Well, I never thought I'd live to see the day...

在人名或者头衔的前后要用逗号, 头衔的首字母往往也要大写。

Will you, Aisha, do that assignment for me?

Yes, Doctor, I will.

当以 -ly 结尾的形容词和其他形容词一起使用时, 一般这两个形容词之间要用逗号。

Felix was a lonely, young boy.

(10) 写日期时, 次序是月-日-年, 在日和年之间加逗号。如果次序是日-月-年, 则不加逗号。

Kathleen met her husband on December 5, 2003, in Mill Valley, California.

They met in 5 December 2003 in Mill Valley.

如果日期中没有出现具体的日子, 也不用加逗号。

They met in December 2003 in Mill Valley.

(11) 写地名时要将城市和所在的州或省用逗号分开, 州或省后面也要用逗号。如果使用两个字母的大写形式的地址时, 表示州的缩写词后不用逗号。

I lived in San Francisco, California, for 20 years.

I lived in San Francisco, CA for 20 years.

The bombing of Pearl Harbor on December 7, 1941, prompted American entry into World War II.

(12) 千以上的数字可用逗号按千数把数字分开, 也就是从右往左每三个数字后加一个逗号。

532,097 35,766,923

The world's population exceeds 4, 762, 000, 000.

注意：当逗号使用不正确时，会造成逗号错。一种逗号错叫逗号连接句(comma splice)，即两个句子之间没有使用连词如 and, but, so 等，只是用逗号将两个句子连接起来。另一种逗号错叫流水句(run-on sentence)，即两个句子之间没有使用标点符号，也没有使用连接词。

Comma splice Rain had fallen steadily for sixteen hours, many basements were flooded.

Revised Rain had fallen steadily for sixteen hours. Many basements were flooded.

Revised Rain had fallen steadily for sixteen hours, so many basements were flooded.

Run-on sentence Many people would be lost without television they would not know how to amuse themselves.

Revised Many people would be lost without television; they would not know how to amuse themselves.

Revised Many people would be lost without television, and they would not know how to amuse themselves.

6) 连字符

连字符(hyphen)是词内标点，它在标点符号的级阶中级别最低。连字符有移行和构词两种分离功能。移行是指在书写时如果写到一行的右端放不下一个完整的单词，可以把它分成两部分，一部分留在上一行，另一部分移到下一行。这时，上一行右边的顶行处就要使用标点连字符以表示单词的分离(division)或移行。

连字符常常用来分离构成合成词(compound)的两个或数个词根，或分离合成词的前缀和词根。

(1) 第二个词根是副词的合成词，如：runner-up, break-in.

(2) 由名词词组构成，末尾是 -ed 的合成形容词，如：full-lipped.

(3) 第二个词根是分词的合成形容词，如：well-established facts , over-bearing. 在美国英语中，如果副词以 -ly 结尾，即使分

词是前置修饰语，也不需要连字符，如：carefully written (report), rapidly disappearing (languages)。

(4) 其他修饰性短语和分句，如：on-the-spot (investigation), face-to-face (meeting)。

(5) 并列合成词，如：English-Chinese (dictionary), student-teacher (relationships)。

(6) 表示数字和分数的合成词，如：twenty-five, three-fifths。

(7) 第一个词根是单个大写字母构成的合成词，如：U-turn, H-bomb, T-shirt。

(8) 以-in-law 结尾的合成词，如：mother-in-law, sister-in-law。

(9) 第一个词根是 great 表示亲属的合成词，如：great-uncle, great-niece。

(10) 有时为了避免理解错误，也用连字符，如：re-cover (cover afresh)/recover (regain control), re-form (form again)/reform (change for the better)。

(11) 为了避免两个元音连缀时用连字符，如：anti-isolation。

4.3.1.2 分离包含单位

句中的某个成分与其前后的成分的依附关系不很紧密时，要用标点符号将其分离出来。这种前后都用标点符号分离出来的部分叫作包含单位，这样使用的标点符号称为关联标点。关联标点的前一半符号表示包含单位的开始，后一半符号表示包含单位的结束。逗号、破折号、括号、引号都可以用作关联标点。例如：

Some of them, in fact, write a succession of topic sentences, ...

In fact, some of them write a succession of topic sentences, ...

Some of them write a succession of topic sentences, in fact.

James raises the curtain on tragic-comedy of social relations in the middle of a conversation—in fact, in the middle of a rather uncomfortable interview between two strangers.