

The introduction to bulleted or numbered lists should begin with a colon. Each new bullet or number should start with a capital letter. If the bullet or number is a full sentence, use punctuation at the end (first example below). If the bullet is not a full sentence, there is no need for punctuation at the end (second example below).

Examples:

Students ran into the following problems:

- Some of the required materials were missing.
- Many had conflicts with their schedules.
- A few of them couldn't find an appropriate location.

Some of the project topics submitted included:

- Evaluation of existing treatment facilities
- Storm-water pollution prevention
- Toxicity reduction
- Contingency planning