**Apostrophes**

1. Add an apostrophe and an *s* to form the possessive (ownership) case of a singular noun.

Ann’s book

Charley’s Café

The child’s kite

A boy’s shoe was lost

2. If the singular noun ends in an *s*, use an apostrophe and an *s* only if it is not awkward to pronounce. Do not add the *s* if it sounds awkward. Travis’s book was lost.

Mrs. Spriggs’ class is located in A-5.

Mrs. Saunders’ class is in the G Building.

A bus’s wheel went flat.

A West Indies’ island is very tropical.

3. When forming the possessive case, add only the apostrophe to plural nouns that end in *s*. Add the apostrophe and the *s* to the rare plural nouns that do not already end in an *s* (child/children, man/men, mouse/mice, deer/deer, etc.).

All of the birds’ nests were destroyed in the hurricane.

One of the bird’s nest was destroyed during the storm.

The boys’ restroom is closed for repairs.

A boy’s shoe is missing.

The child’s book bag is purple.

The children’s department is located in the rear of the store.

The man’s hat is blue.

The men’s restroom is to the right.

A dog’s owner should keep the dog on a leash.

The dogs’ path is behind the apartment.

4. Possessive pronouns such as my, mine, yours, his, her, its, our, ours, theirs, etc. do not require apostrophes.

That is my cookie.

Those are his shoes.

The dog at its bone. (*It’s* must mean *it is*. It does not make sense to say *the dog ate it is bone*, so we use *its*).

5. Indefinite pronouns such as *everybody, nobody, everyone*, etc. need an apostrophe and an *s* when used in the possessive case.

Is this anybody’s sock?

Is everybody’s bag on the bus?

6. In compound words or in word groups showing joint possession, only the last word contains the apostrophe.

Kyle and Cheryl’s wedding

Brother-in-law’s house

7. When two or more people possess something individually, each name contains an apostrophe.

Poe’s and Dahl’s stories were read to the group

8. Making a last name plural should never involve an apostrophe. The members of the Johnson and Smith families, for instance, are the Johnsons and the Smiths, not the Johnson’s and the Smith’s.

9. Last names ending in *s* are no different. Most nouns ending in *s* are pluralized by adding *es*. This applies to last names as well. The members of the Edwards and Doss families are the Edwardses and the Dosses, not the Edwards’s and the Doss’s. Your spell check might disapprove of the correct forms, but spell check is wrong on this matter. If you understandably find words like *Edwardses* a little too awkward, consider rewording to avoid the plural. For instance, *the Edwardses* can become *the Edwards family* or *the Edwards household*.

10.Use apostrophes in contractions

Don’t, won’t, couldn’t, hasn’t, shouldn’t

[Khan Academy: Apostrophe](https://www.google.com/url?q=https%3A%2F%2Fwww.khanacademy.org%2Fhumanities%2Fgrammar%2Fpunctuation-the-comma-and-the-apostrophe&sa=D&sntz=1&usg=AFQjCNGBaHzARA40a9nhFwxLERver1krZw)