

## POINTS TO REMEMBER ABOUT SPACING

1. Space once after , and ; used as marks of punctuation.
2. Space twice after . ending a sentence. Space once after . following an initial (J. W. Mills) or an abbreviation, but not after . within a abbreviation. (The candidate has a Ph.D. in English).
3. Space twice after ? at the end of a sentence. (Is the meeting at ten o'clock? If so, please have coffee set up.)
4. Space twice after : used to introduce a list, an example, or a quotation. (He said: "Return my call at 3 p.m.") Do not space after : used to express time (3:15 p.m.)
5. Do not space between a figure and \$, %, E, and /.
6. Do not space before or after - used to join words or a figure and a word - nor before or after a dash (2 hyphens).
7. Do not space between ( ) and the copy they enclose. Space once before opening ( and once after the closing ) except when ) is followed by a quotation or punctuation mark.
8. Do not space between ` and a preceding or following letter.
9. Do not space between opening " and the copy it precedes, nor between closing " and the copy it follows.
10. Do not space between & and the letters it joins; space once before and after & used to join words.
11. Do not space between \* and the copy it precedes or follows.

12. Between a two-letter state name abbreviation and the ZIP Code, space twice (Dallas, TX 75205-3382). This rule applies in textual copy as well as in addresses.