

PUNCTUATION SPACING

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| | After a semicolon (;) space one time. |
| 4B | Space once after a period (.) used with initials. |
| 4B | Space twice after a period (.) used in a sentence. |
| 6F | Do not space after an internal period in an abbreviation such as Ed.D. |
| 7B | Space once after a comma (,) used to separate words. |
| 7D | Space twice after a colon (:) used in a sentence. |
| 8B | Space twice after a (?) at the end of a sentence. |
| | Do not space before or after an apostrophe (') in a contraction |
| | After an apostrophe (') used at the end of a word, space once. |
| | Do not space before or after a colon (:) used to express time. |
| 8D | Do not space before or after a hyphen (-): one-story house. |
| | Do not space before or after a dash (--): Not now—later. |
| 8D | Do not space after a left quotation mark or before a right quotation mark and the copy enclosed "for example." |
| 17B | Do not space between a figure and the (/) or the (\$) sign. |
| | Space between a whole number and a fraction: 5 2/3, 14 6/9. |
| | A period separates dollars and cents: \$4.50, \$6.25, \$19.50. |
| 17B | Space twice after an (!) at the end of a sentence. |
| 17C | Do not space between a figure and a (%) sign: 75% |
| 18B | Do not space between (#) and a figure: #35 or 45# |
| 18B | Space once before and after (&) used to join names: Edward & Jones. |
| 18D | Do not space after a left parenthesis or before a right parenthesis and the copy enclosed. (Example of parentheses spacing.) |
| | Do not space after a word and before a (*): Example* or *Note. |
| | Space one time before and one time after a symbol when used in a mathematical sentence: $2 \times (4 + 6) = 20$ |