

Spacing With Punctuation

Rule 1

With a computer, use only one space following periods, commas, semicolons, colons, exclamation points, question marks, and quotation marks. The space needed after these punctuation marks is proportioned automatically.

Rule 2

Use no spaces on either side of a hyphen.
[For more rules about hyphens, click on [Hyphens](#).]

Example: *We borrowed twenty-three sheets of paper.*