

1: Dashes vs. Hyphens - Grammar and Punctuation

Remember, em dashes are not interchangeable with hyphens. Using a single hyphen instead of an em dash can confuse readers and make your writing look unprofessional. If you're writing text in a program or on a website where the em dash character is completely unavailable, use two hyphens together (-) to signify an em dash.

THE DASH The dash “—” is used to set off additional material within a sentence, often in order to emphasize it, to set off appositives that contain commas, or to indicate missing words. Sometimes confused with the hyphen, a dash comes between words as a form of division, whereas a hyphen generally joins words or parts of words to indicate a connection. When typing, use two hyphens together without spaces to form a dash. Do not put a space before or after the dash. Some word-processing programs have a mark called an em-dash longer than a hyphen, which can be used with no space before or after it. The word-processing program may form this automatically when two hyphens are typed together. Use a dash to set off an interruption that is closely relevant to the sentence but not grammatically part of it, such as a list, illustration, restatement, summary, shift in thought or tone, or dramatic point. Only one person wears that perfume—my mother. Three of the people in my class—Tom, Dick, and Harry—refused to join the demonstration. His feelings for Gwendolyn—he is madly in love with her—will never change. Although they can be used in similar situations, the dash and parentheses serve slightly different purposes. The dash is intended to emphasize supplemental information, whereas parentheses tend to understate it. Use a dash to set off appositives that contain commas. An appositive is a noun or noun phrase that immediately follows and renames a noun or pronoun and is usually surrounded by commas. Learning the mechanics—the complex, detailed structural components—of the English language is very difficult because the rules are often so inconsistent. Use a dash to indicate an abruptly unfinished thought or remark. Do not include a period or comma after the dash. She is a wonderful girl, but— “Please help me before I—” she cried. Use a slash to indicate that a choice can be made between paired or multiple terms. Do not use a space before or after the slash. Use a slash to indicate the division between lines of poetry quoted within a sentence. Add a space before and after the slash. Use ellipses when material has been omitted from a direct word-for-word quotation, whether the omission is a word, phrase, or several sentences. Use ellipses to indicate a pause, hesitation, or unfinished thought. The veterinarian spoke softly, “The poor horse is. Use a 4-period closed ellipsis at the end of a partial quote that is nonetheless a complete grammatical sentence thus including a period at the end of a 3-period ellipsis. I have a weathered copy of that photograph in my own personal collection. Partial quotation using a closed ellipsis: I have a weathered copy of that photograph. When used within a sentence, place a space before the first period and after the last period of ellipses. If a mark of punctuation occurs right before the ellipses in the sentence, include the punctuation and follow it with one space before the first period of the ellipses. Do not use ellipses to begin a quotation. **BRACKETS** Brackets [] are used to insert comments or information into direct quotations, to identify errors in text, and to enclose parenthetical information within a parenthetical passage. Although similar to parentheses, brackets and parentheses are used for specifically different purposes. Use brackets to insert comments or clarifying information within a direct quotation. The brackets indicate the parenthetical information is not included in the original text of the quotation itself. Use brackets to highlight errors in the original text of quoted material by immediately following the error with the Latin word sic “thus” enclosed in brackets. This addition acknowledges the original error and lets it stand as written. Use brackets to enclose parenthetical information within material that is already enclosed in parentheses, in order to avoid confusion. Elizabeth served in the role of president an “honorary” [unpaid] position because she was sincerely concerned about changing the direction of the organization.

2: Dashes | Punctuation Rules | Em Dash | En Dash

A hyphen joins two or more words together while a dash separates words into parenthetical statements. The two are sometimes confused because they look so similar, but their usage is different.

Do not confuse a hyphen with a long dash. For example, in the phrase nice-looking house, the hyphen combines two words, nice and looking, into one compound adjective. Hyphens are also used to indicate any span or range, such as numbers, years, pages, etc. Hyphens are covered in rules Hyphens are covered on pages The years were brutal. Long dashes are used to replace commas, semicolons, colons, ellipses, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought. You are the friendâ€”the only friendâ€”who offered to help me. Never have I met such a lovely personâ€”before you. I pay the billsâ€”she has all the fun. A semicolon could also be used here. I need three items at the storeâ€”dog food, vegetarian chili, and cheddar cheese. A colon could also be used here. My agreement with Fiona is clearâ€”she teaches me French and I teach her German. Again, a colon would work here. Please call my agentâ€”Jessica Cohenâ€”about hiring me. Parentheses or commas would also work here. I wish you wouldâ€”oh, never mind. Ellipses would also work here. To form a long dash on most PCs, type the first word, then hold down the ALT key while typing on the numerical pad on the right side of your keyboard. One method for creating a long dash on a Mac is to press and hold the Shift key, Option key, and minus hyphen key. While there are many more possible uses of the long dash, be sure to curb your temptation to employ this convenient but overused punctuation mark. Pop Quiz Which type of mark, a long dash or a hyphen, should be used in each of the following sentences? Alberto attended the University of Colorado Kansas City straddles the Kansas-Missouri border. We were in Kansas-Missouri was just across the border. We were in Kansasâ€”Missouri was just across the border. If the article or the existing discussions do not address a thought or question you have on the subject, please use the "Comment" box at the bottom of this page.

3: BBC Bitesize - How to use hyphens and dashes

The dash, slash, ellipses, and brackets are marks that serve specific purposes as indicated below. THE DASH The dash (-) is used to set off additional material within a sentence, often in order to emphasize it, to set off appositives that contain commas, or to indicate missing words.

When a compound modifier other than an adverb–adjective combination appears before a term, the compound modifier is often hyphenated to prevent misunderstanding, such as in American-football player or little-celebrated paintings. Without the hyphen, there is potential confusion about whether the writer means a "player of American football" or an "American player of football" and whether the writer means paintings that are "little celebrated" or "celebrated paintings" that are little. However, if the compound is a familiar one, it is usually unhyphenated. For example, at least one style guide prefers the construction high school students, to high-school students. Noun–noun compound modifiers may also be written without a hyphen when no confusion is likely: For example, "that gentleman is well respected", not "that gentleman is well-respected"; or "a patient-centered approach was used" but "the approach was patient centered. For example, "A cost-effective method was used" and "The method was cost-effective" cost-effective is a permanent compound that is hyphenated as a headword in various dictionaries. When one of the parts of the modifier is a proper noun or a proper adjective, there is no hyphen. For example, The Economist Style Guide advises: "Less common adverbs, including all those that end -ly, are less likely to need hyphens". However, this has become rare. For example, wholly owned subsidiary and quickly moving vehicle are unambiguous, because the adverbs clearly modify the adjectives: However, if an adverb can also function as an adjective, then a hyphen may be or should be used for clarity, depending on the style guide. Similarly, more-beautiful scenery with a mass-noun is distinct from more beautiful scenery. In contrast, the hyphen in "a more-important reason" is not necessary, because the syntax cannot be misinterpreted. A few short and common words—such as well, ill, little, and much— attract special attention in this category. Because early has both adverbial and adjectival senses, its hyphenation can attract attention; some editors, due to comparison with advanced-stage disease and adult-onset disease, like the parallelism of early-stage disease and early-onset disease. Similarly, the hyphen in little-celebrated paintings clarifies that one is not speaking of little paintings. Hyphens are usually used to connect numbers and words in modifying phrases. Such is the case when used to describe dimensional measurements of weight, size, and time, under the rationale that, like other compound modifiers, they take hyphens in attributive position before the modified noun, [19] although not in predicative position after the modified noun. This is applied whether numerals or words are used for the numbers. Thus year-old woman and twenty-eight-year-old woman or foot wingspan and thirty-two-foot wingspan, but the woman is 28 years old and a wingspan of 32 feet. National Institute of Standards and Technology recommend use without a hyphen: When the units are spelled out, this recommendation does not apply: In English, an en dash— sometimes replaces the hyphen in hyphenated compounds if either of its constituent parts is already hyphenated or contains a space for example, San Francisco–area residents, hormone receptor–positive cells, cell cycle–related factors, and public-school–private-school rivalries. Object–verbal-noun compounds[edit] When an object is compounded with a verbal noun, such as egg-beater a tool that beats eggs, the result is sometimes hyphenated. Some authors do this consistently, others only for disambiguation; in this case, egg-beater, egg beater, and eggbeater are all common. An example of an ambiguous phrase appears in they stood near a group of alien lovers, which without a hyphen implies that they stood near a group of lovers who were aliens; they stood near a group of alien-lovers clarifies that they stood near a group of people who loved aliens, as "alien" can be either an adjective or a noun. On the other hand, in the phrase a hungry pizza-lover, the hyphen will often be omitted a hungry pizza lover, as "pizza" cannot be an adjective and the phrase is therefore unambiguous. A government-monitoring program is a program that monitors the government, whereas a government monitoring program is a government program that monitors something else. Personal names[edit] Some married couples compose a new surname sometimes referred to as a double-barrelled name for their new family by combining their two surnames with a hyphen. See also Spanish

naming customs Hyphenation and Portuguese name Hyphenation. With already-hyphenated names, some parts are typically dropped. Not all hyphenated surnames are the result of marriage. Other compounds[edit] Connecting hyphens are used in a large number of miscellaneous compounds, other than modifiers, such as in lily-of-the-valley, cock-a-hoop, clever-clever, tittle-tattle and orang-utan. Use is often dictated by convention rather than fixed rules, and hyphenation styles may vary between authors; for example, orang-utan is also written as orangutan or orang utan, and lily-of-the-valley may be hyphenated or not. Suspended hyphens[edit] A suspended hyphen also called a "suspensive hyphen" or "hanging hyphen", or less commonly a "dangling" or "floating" hyphen may be used when a single base word is used with separate, consecutive, hyphenated words which are connected by "and", "or", or "to". For example, nineteenth-century and twentieth-century may be written as nineteenth- and twentieth-century. This usage is now common in English and specifically recommended in some style guides. For example, preoperative and postoperative becomes pre- and postoperative not pre- and post-operative when suspended. Some editors prefer to avoid suspending such pairs, choosing instead to write out both words in full. The hyphen is often used in reduplicatives. Some stark examples of semantic changes caused by the placement of hyphens: Disease-causing poor nutrition, meaning poor nutrition that causes disease Disease causing poor nutrition, meaning a disease that causes poor nutrition A man-eating shark is a shark that eats humans. A man eating shark is a man who is eating shark meat. A hard working man is a working man who is tough. A hard-working man is a man who works hard. Three-hundred-year-old trees are an indeterminate number of trees that are each aged years. Three hundred-year-old trees are three trees that are each aged years. Three hundred year-old trees are trees that are each aged 1 year. Origin and history[edit] The first known documentation of the hyphen is in the grammatical works of Dionysius Thrax. At the time hyphenation was joining two words that would otherwise be read separately by a low tie mark between the two words. Scribes used the mark to connect two words that had been incorrectly separated by a space. This era also saw the introduction of the marginal hyphen, for words broken across lines. His tools did not allow for a subliminal hyphen, and he thus moved it to the middle of the line. The Gutenberg printing press required words made up of individual letters of type to be held in place by a surrounding non-printing rigid frame. Gutenberg solved the problem of making each line the same length to fit the frame by inserting a hyphen as the last element at the right-side margin. This interrupted the letters in the last word, requiring the remaining letters be carried over to the start of the line below. His hyphen appears throughout the Bible as a short, double line inclined to the right at a degree angle.

4: Dashes - Excelsior College OWL

En dashes are also used to connect a prefix to a proper open compound: for example, pre-World War II. In that example, "pre" is connected to the open compound "World War II" and therefore has to do a little extra work (to bridge the space between the two words it modifies) "space that cannot be besmirched by hyphens because "World.

Our team helps productive organizations maximize Slack through custom software, architecture consulting and training. The average user spends two and a half hours per day in Slack. At slash-hyphen we understand how valuable that time is. We deploy proven strategies and software that optimizes employee time and gets work done efficiently. Slack is at the center of the modern workplace. Our developers can deliver made-to-order bots and integrations for your organization. We love automating processes and bringing them right into Slack. Every bot we build is tailored to the way your team works. Our practice works with you to build software that saves time and money from day one. Architecture consulting Your team needs to make Slack work right the first time. Slash-hyphen specializes in laying out Slack installations to break down silos and amplify the way your people work today. At slash-hyphen, our first priority is understanding your organization. After learning from your team, we leverage our experience with the Slack platform to create a bespoke channel structure that works for your people. Training Remember learning how to Email at work for the first time? Learning the norms and the pitfalls, the systems and the process? Slack shifts how we work. Our custom employee trainings teach your employees not just how to use the Slack app, but how to adapt to the new communication paradigm. About the founder and CEO. Alex Godin has deep experience in the world of online collaboration. Before founding slash-hyphen, he co-founded and sold Dispatch, a team collaboration tool that connected to cloud services, in some ways, a precursor to Slack. The team sold the company to Meetup.

5: Dashes Hyphens and Slashes Questions including "When to use a hyphen"

Hyphens link two words so the word or phrase makes sense. Dashes separate information and are a type of parenthesis, like brackets.

Computing[edit] The slash, sometimes distinguished as " forward slash ", is used in computing in a number of ways, primarily as a separator among levels in a given hierarchy, for example in the path of a filesystem. File paths[edit] The slash is used as the path component separator in many computer operating systems e. In Unix and Unix-like systems, such as macOS and Linux , the slash is also used for the volume root directory e. The slash in an IP address e. Programming[edit] The slash is used as a division operator in most programming languages. The double slash is used by Rexx as a modulo operator , and Python starting in version 2. In Perl 6 the double slash is used as a "defined-or" alternative to. Notice that no space is required between the command and the switch; this was responsible for the choice to use backslashes as the path separator since one would otherwise be unable to run a program in a different directory. Slashes are used as the standard delimiters for regular expressions , although other characters can be used instead. Programs[edit] IRC and many in-game chat clients use the slash to mark commands, such as joining and leaving a chat room or sending private messages. The Gedcom standard for exchanging computerized genealogical data uses slashes to delimit surnames. Slashes around surnames are also used in Personal Ancestral File. Currency[edit] The slash as the " shilling mark " or " solidus " [23] was the currency sign of the shilling , a former coin of the United Kingdom and its former colonies. The slash is used in currency exchange rate notation to express exchange rates , the ratio of the first currency in terms of the second. This value may then be multiplied by any number of euros to find its value in dollars. Dates[edit] Slashes are a common calendar date separator [10] used across many countries and by some standards such as the Common Log Format used by web servers. If only two elements are present, they typically denote a day and month in some order. Owing to the ambiguity across cultures, the practice of using only two elements to denote a date is sometimes proscribed. In the ISO system, slashes represent date ranges: This formal notation is sometimes emended to use double hyphens instead as to permit its use in file names. In English, a range marked by a slash often has a separate meaning from one marked by a dash or hyphen. The usage was particularly common in British English during World War II , where such slash dates were used for night-bombing air raids. It is also used by some police forces in the United States. Numbering[edit] The slash is used in numbering to note totals. Slashes are also sometimes used to mark ranges in numbers that already include hyphens or dashes. One example is the ISO treatment of dating. For example, "" notes the thousandth aircraft ordered in fiscal year To indicate the next fifty subsequent aircraft, a slash is used in place of a hyphen or dash: Linguistic transcription[edit] A pair of slashes as " slants " are used in the transcription of speech to enclose pronunciations i. In sociolinguistics , a double or triple slash may also be used in the transcription of a traditional sociolinguistic interview or in other type of linguistic elicitation to represent simultaneous speech, interruptions, and certain types of speech disfluencies.

6: Slash (punctuation) - Wikipedia

Dashes Hyphens and Slashes Questions including "Is it normal if you have a tattoo done with charcoal and a pin and a couple weeks later the area starts to look something like stretch marks" and.

7: Slashes and hyphens - Mass Spectrometry Terms

The hyphen (-), en dash (-), and forward slash (/) are three punctuation marks used to indicate a relationship between words or phrases. Respectively, each mark indicates an increasing level of connection between words.

8: Hyphen - Wikipedia

DASHES, HYPHENS, AND SLASHES pdf

As dashes do not feature on a standard keyboard, lots of people use hyphens instead of dashes. That's not really such a crime, but it's something of a missed opportunity to show off that you know the difference between a hyphen and a dash.

9: The Dash, Slash, Ellipses, and Brackets - TIP Sheet - Butte College

Learn English Punctuation: How to use hyphens with compound adjectives - Duration: English Lessons with Adam - Learn English [engVid] , views.

The Evolution Problem in General Relativity (Progress in Mathematical Physics) She had gone even paler than hed thought possible. / Practice with Spreadsheets Application of neutron powder-diffraction to mineral structures Karsten Knorr, Wulf Depmeier Covenant obligations Our discovery island 1 Transaction prices and managed care discounting for selected medical technologies The prayerbook, a safeguard against religious excitement Sound money : Thatcher, gender and the state V. 2. Geometry, analysis, topology and mechanics, edited by H. Freudenthal. William Mortensen Larry Lytle Signs of their times Life and letters of John Locke Prayer: your voice matters in heaven Designs for corporate image Damien keown buddhism: a very short introduction The loose connection Models of space, time and vision in V. Nabokovs fiction Success strategy #7: develop your value-added brand Dinoflagellate contributions to the deep sea My Brothers a Keeper (Graphic Quest) Oracle sql lab exercises Promises, Promises, Promises: 62 1970 Census of Agriculture Jesus Is Lord, Caesar Is Not Innocence a novel by dean koontz Popular fiction and brain science in the late nineteenth century A practical guide to tax practice and procedure Everything maths grade 10 caps Id ego superego book Itll ease the pain Dead sea brian keene If thou canst like a Friend. Ideal and culture of knowledge in Plato Confronting the experts Communities and community practice in a local to global context Autonomous flying robots Graph paper with work space Sir Henry Baskerville A Canadian millionaire