**Ellipsis**

I only said, 'If we could . . .'.

In British English every sequence of words before or after four points should be functionally complete.



? and !



Interruption, pause, irony, rhetorical



= etc.



**Question mark**

Did she really say that?

You’e coming, aren't you?

Would you kindly let us know whether to expect you?

I wonder if I might ask you to open the window?

vs

May I take this opportunity to wish you all a safe journey.

Will everyone please stand to toast the bride and groom.

Do you want more lardycake? Buns? Muffins?

You will be back before lunch, right? About noon? Good.

vs

Where now? they wonder.

He pondered why me? till his head hurt.

*Direct speech:*

‘Why not?’ she wondered.

She wondered, ‘Why not?’

***Other uses***

Doubt



Space needed:



Dates in doubt

Geoffrey Chaucer (?1340-1400)

**Exclamation mark**

Obvious use

(!) vs [!]



**Hyphens and dashes**

‘hard’ hyphen vs ‘soft’ hyphen

NOTE





vs



Compare and tell the difference



a stainless steel table vs a stainless-steel table

a little used car vs a little-used car

Italics and foreign phrases



Capitalized words



**Prefixes and combining forms**

*Vowel/consonant collision*

re-entry

non-negotiable

*Confusion*

re-form vs reform

recover vs re-cover

*Prefixes*



*Names*



*Numbers*

twenty-three, four hundred and sixty-eight, fifty-three thousand, two-thirds, four and five-eights

*Compass points*



But:

southeaster northwester (of winds)

*Other uses*





**Word division**

there, watch, though, prayer, wrought

helped, passed, grasped

ph as in atmos-phere, gn as in poign-ant, ea as in crea-ture

-cious, -dal, -don, -gion, -gious, -sion, -tial, -tion

*Avoid*



*Schwa*



*3 letters before and after the division*

Exception – 2 letters before



*Use existing hyphens*

Counter-clockwise

*Use etymology*



*Avoid mispronunciation*

Chil-dren vs child-ren, dem-ocracy vs demo-cracy



carry-ing

admit-ting

chuck-ling

puz-zling

*Etymology useless*





*Avoid oddity*





**hyphen (-), en dash/rule (–), and em dash/rule (—).**

<http://www.chicagomanualofstyle.org/qanda/data/faq/topics/HyphensEnDashesEmDashes/faq0002.html>

**En rule**



the 1939-45 war vs the war from 1939 to 1945

 OR NO SPACE between the en rule and parenthesis



the Lloyd-Jones theory vs the Lloyd-Jones–Scargill talks

Arab–American vs Arab-American



Or use \*

**Dash (em rule)**



Also possible to use en rule and space on either side

*Introduce a phrase at the end of a sentence or replace an introductory colon*



**Em rule**

spaced to indicate the omission of a word, and closed up to indicate the omission of part of a word



Closed up for interruption in dialogue

