**Punctuation Spacing Rules (save to your R drive when finished)**

|  |
| --- |
| **Space 1 time after a comma. This is a comma ,** |
|  |
| **Space 1 time after a semi-colon. This is a semi-colon ;** |
| **Do not space before or after a hyphen. This is a hyphen -** |
| **Space 2 times after a colon. This is a colon :** |
| **Space 2 times after the punctuation at the end of a sentence such as?! .** |
|  **Space 1 time after a period used with initials or titles. Mr. or Dr.** |
|  **Space 1 time before typing the open parenthesis but do not space after it.  ( )** |
| **Space 1 time after a closed parenthesis but do not space before it. ( )** |
|  |
|  **Space 1 time before and after the ampersand. This is an ampersand &.** |
| **Do not space between the dollar sign and the number. $5.00** |
|  |
| **Do not space between the number and the percent sign. 6%** |
| **Do not space before or after the forward slash. either/or** **Space 0 times after the periods in an internal abbreviation like U.S.A.** |