

## - - — DASHES — - -

<p><b>Use spaced en dashes for dashes, apart from the below exception:</b></p>	<p>Keystrokes  hyphen (-) = -  en (n) dash (OPTION + -) = –  em (m) dash (SHIFT + OPTION + -) = —</p>
<p><b>Use em rules to signify the end of a word or sentence has been cut off, or ended abruptly</b></p>	<p>Mr. D—  “What are you—”</p>
<p><b>Hyphenate all compound adjectives, except those ending in -ly</b></p>	<p>a twentieth-century legend  a late-nineteenth-century church  (but NOT when not adjectival – i.e.: built in the late nineteenth century)  a quietly played guitar</p>
<p><b>Do not hyphenate adjective and noun</b></p>	<p>in the twenty-first century</p>
<p><b>Use an unspaced en rule for year ranges</b></p>	<p>1939–45</p>