

Spacing Rules

Always place two spaces after a period (.) when at the end of a sentence.

Always place two spaces after a question mark (?) when at the end of a sentence.

Always place two spaces after an explanation mark (!) when at the end of a sentence.

Always place two spaces after a colon (:).

Always place one space after a period when at the end of initials or abbreviations, but place no spaces in the middle of abbreviations.

Example:

Dr. Jones is in the house.

Mary Jane Empy M.J.E.

Always place no spaces before a comma (,) but place one after a comma (,).

Example:

Please make sure I get the statement, and have it sent before the end of the month.

Always place one space after a semi-colon (;).