

SPACE AND CHARACTERS

WITH PERIODS

After a period, use two spaces.

EX:

Bill ran to second base. Then, he ran to third.

Two spaces after the period and before the second sentence exist.

Note you may use one space; however, the extra space may help to further indicate that the period and its corresponding spaces represent a full stop.

WITH QUESTION MARKS

After a question mark, use one space.

EX:

What are you doing? I am washing my clothes. What do you think?

WITH OTHER PUNCTUATION MARKS

After other punctuation marks, use one space.

Here are the contestants: Judy, Roger, Harold, Maude, Jennifer, and Julie. (Colons)

I have to buy a new razor; the older one is not working. (Semicolons)

I have a stuffed bear, a stuffed puppy, and a stuffed lion. (Commas)