

INSERTIONS: ADDING THINGS TO THE TEXT

Character or word		Use this mark to add a ^{word} or a ^t letter.
Space		Insert a space when things run together.
Full stop		Insert a full stop at the end of a sentence.
Comma		To insert a comma use this mark.
Colon		Three punctuation marks cause confusion: colons, semicolons and commas.
Semicolon		Avoid the comma splice. Learn how to use a semicolon.
Apostrophe		It's important to use apostrophes.
Hyphen		You can choose to hyphenate the word <i>coöperate</i> .
Dash (en or em rule)		A dash can be used like this to show a sudden break in text.
Quotation marks		How does one become an editor? he asked.