











INSERTIONS: ADDING THINGS TO THE TEXT

| | | |
|-------------------|---|---|
| Character or word |  | Use this mark to add a ^{word} or a letter ^t . |
| 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>cōoperate</i> . |
| Dash (em dash) |  | A dash can be used ^{like this} to show a sudden break in text. |
| Quotation marks |  | How does one become an editor? ^{he} asked. |