

WHEN TO USE A HYPHEN...

1. To join two or more words serving as a single adjective before a noun

EXAMPLE:

Chocolate-covered peanuts, a well-known author

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2. With compound numbers

EXAMPLE:

Forty-six elephants, one-hundred followers

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3. To avoid confusion or an awkward combination of letters.

EXAMPLE:

To re-sign a petition; shell-like; semi-independent;

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4. With prefixes: ex-, self-, all-

EXAMPLE:

Ex-husband; Self-help; All-inclusive

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5. Between a prefix and a Capitalized word OR with figures

EXAMPLE:

Pre-Civil War; Mid-1860's

Commented [KNW1]:

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6. To divide words at the end of the line and only make the breaks between syllables.

EXAMPLE:

ship

ference

Scholar-

Pre-

