

- em dash (—).

Each has a different function and a different length.

Note: Most departmental publications do not use en dashes; they use hyphens instead. If you use en dashes, you must use them correctly and consistently.

Use a hyphen

- In words that contain a hyphen, such as the noun “cover-up.”
- To indicate that two or more words (unless the first is an adverb ending in “-ly”) are being used as a single term to describe or modify another word (see Section 1.8, “Compound words”).

Use a hyphen (or en dash)

- To indicate a range. (In WordPerfect, the en dash is found under Insert > Symbol > Set: Typographic Symbols > Number: 4,33.)

10–20 kg; pp. 22–25; 1999–2003; May–September

- To indicate an equal relationship between two words.

cost–benefit analysis; North–South dialogue; teacher–student ratio

- When one part of a compound consists of two words.

Windsor–Quebec City corridor; post–Cold War period

Do not use a hyphen (or en dash)

- To indicate a range if you use the words “from” or “between.”

from 1999 to 2001 **or** between 1999 and 2001 **but** during 1999–2001

Use an em dash

- To indicate an abrupt change in the flow of a sentence or thought. (In WordPerfect, the em dash is found under Insert > Symbol > Set: Typographic Symbols > Number: 4,34.)
- To separate parenthetical information, as a substitute for parentheses.