



Hyphens

- spell out compound numbers from twenty-one to ninety-nine.
• *Ex: Lou ate sixty-seven jelly beans.*
- distinguish between two words with the same spelling.
• *Ex: John must recover (find) the stereo speakers.*
• *John must re-cover (repair) the stereo speakers.*
- form compound adjectives when used before nouns.
• *Ex: I have the autograph of a well-known actor.*
- complete fraction spellings.
• *Ex: He painted two-thirds of the room.*
- divide a word at the end of a line.
• *Ex: A huge dog came running toward him.*
- connect a series or dates.
• *Ex: Read pages 9-30; they cover America from 1920-29.*
- connect a prefix to a number or a capital letter.
• *Ex: pro-American, post-1950*
- connect words that start with the same letter with which the prefix ends with.
• *Ex: re-entry, co-opted*
- connect invented words or long phrases used as adjectives.
• *Ex: Sue has a holier-than-thou attitude.*
- come after suspended compounds.
• *Ex: The couple wanted a one- or two-year lease on the apartment.*
- are used with "ex-" and "self-".
• *Ex: ex-husband, self-pity*

Information taken from *The Writer's Handbook*, 2nd ed. by John McKernan.