

Punctuation & Spacing

**A Quick
Review**

- **Ampersand** – One space before and after
- **Closing Quotation Mark** – Typed after a period or comma and before a colon or semicolon. Typed after a question mark or exclamation point if the quoted material is a question or exclamation; otherwise, it is typed before the question mark or exclamation point.
- **Colon** – One space after

- **Comma** – One space after
- **Exclamation Point** – One space after
- **Period** – One space after a period at the end of a sentence. One space after the period following someone's initials or abbreviation of a single word. No space after each internal period in an abbreviation (for example, p.m.)