

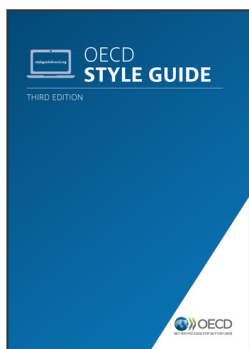
6. Breaks and hard spaces

Hard spaces between words ensure that words are not split during the document formatting stage.

NOTE > To create a hard space in Word™, hold CTRL + SHIFT simultaneously + Space Bar.

In the table below, the slash (/) means a normal break or division is allowed, while the hash or number sign (#) means a hard space is required.

PLACE A HARD SPACE :		
between a person's title and his or her name	Mr#Smith	Dr#Jones
between a numeral and the unit or other word accompanying it	page#10 USD#10#million	37#firms 19th#century
in the numerals themselves if they are made up of four or more digits	20#000#Cornishmen	
between the day and month (but not month and year) in a date	15#January/2003	
in country names	United#States	
in currencies	EUR#50	USD#10#million
in units of measure (except °C and %)	580#kg 42#hL	215#cm
other examples	US#Government the/embassy,#etc. MacAdams,#G./ (2000)	e.g.#[text] et#al. ex#ante



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