**WORD DIVISION**

1. When using word processing software, word division using hyphens does not apply as the software keeps the words together.

2. Try to keep word groups together if they need to be read together such as page 203, September 20xx, 10:30 a.m., 465 km, Mrs. Connolly and Paula Schein, M.D. Use a hard space to keep text together (control, shift, space).

3. Dates may be broken between the day and year.

4. Street addresses may be broken between the name of the street and Street.

5. Names of places may be broken between the city and the province or between the province and the postal code.

6. Names of persons may be broken between the given name (including middle name or initial if given) and surname.

7. Names preceded by long titles may be broken between the title and the name.

8. A numbered enumeration may be broken before (but not directly after) any number or letter.

9. A sentence with a dash in it may be broken after the dash.

10. A sentence with ellipsis marks in it may be broken after the ellipsis marks.