5 — Hyphens and Dashes and Quotation Marks

A 'hyphen' in the original text is a horizontal stroke which (*as in the first two examples below*) is the shortest kind of dash, with no space between it and the preceding character, and with no space but possibly a line-break between it and the following character. It is a 'dash' if (*as in the third example below*) it is a longer stroke, or if it has a space before it, or after it, or both.

In Easy-KeyEdit4 each of these dashes is produced by pressing the Ctrl key and the relevant number key, 1, 2 or 3 at the same time.

Hyphens within words, not at the end of a line

Type a hyphen within a word as Ctrl and 1

Examples:

> no-one
> Ben-Hadad

(*This does not apply to hyphens in Bible references. For those, see the next page*.)

End-of-line Hyphens

A word in the original text may be split, part of it at the end of one line with a hyphen and the other part at the beginning of the next line. In this case, depending on what the InSheet tells us, either:

(i) join the two parts together as one word, or:

(ii) join the two parts by a replacement for the hyphen. The replacement is either:

`Ctrl and 1` meaning a hyphen to be retained, or:

`Ctrl and 787` (that is hold down the Ctrl key while pressing all three of 787).

The use of `?-?` shows we are not sure whether the hyphen is to be retained or omitted.

If you find an end-of-line hyphen but the InSheet gives no guidance, use `Ctrl and 787`.

You may know whether the word is truly hyphenated or just broken because it happens to come at the end of a line, but it is still important to use the specified method. That way, all typed files are consistent, which makes it easier to deal with the hyphens later.

₃And if I go and pre-
pare a place for you,
I will come…

If method (i) type as:

`\v 3 And if I go and prepare a place for you,...`

If method (ii) type as:

`\v 3 And if I go and pre[Ctrl and 1]pare a place for you,...`

`(\v 3 And if I go and pre-pare a place for you)`

or, where there is doubt:

`\v 3 And if I go and pre[Ctrl and 787]pare a place for you`

`(\v 3 And if I go and pre?-?pare a place for you,... )`

Dashes between words

Dashes that are used to indicate a break between words should be typed as `Ctrl and 3` which generates a long, 'm' dash. There should be a space before the dash and a space after it even when the original text has no spaces.

Dashes introducing speech

In some projects a dash is used, usually at the beginning of a paragraph, to indicate speech, instead of using quotation marks before and after. These require us to type a different replacement, and for those projects where it occurs, the InSheet will give instructions how such dashes are to be typed.

Bible references

Bible references occur as parallel references following a heading, as cross-references, in footnotes, in a glossary and in other places. Wherever there is a Bible reference we type it in a standard form instead of copying the spacing and punctuation of the original text.

(This does not apply to the filename or to the \id line. In both those places we use the three-character code for the book name. This is given in Section 9 of these Reference Sheets and is part of the filename of the PDF containing the original text.)

The rules we follow are these:

● Where a book name abbreviation has a preceding number type with spacing as in the original.

● After the book name, type a space but no punctuation, even if the book name is an abbreviation.

For example, type Mk**.** 4 as `Mk 4`

● If the book has only one chapter, type it as chapter 1 (as 2 John in the last example below).

● After the chapter number, if a verse number follows type a colon and no space.

● After a verse number, if another verse number follows type a comma after each number and a space between.

● After a verse number, if not followed by another verse number do not type any punctuation.

For example, type Psa**.** 119: 2, 9, 24, 105 as `Psa 119:2, 9, 24, 105`

● If a reference follows in a different chapter in the same book type a semicolon and a space between the references.

For example, type John 8:12; 10:14; 15:1 as `John 8:12; 10:14; 15:1`

● If a reference follows in a different book type a semi-colon and a space between references.

For example, type Mat. 4:1; Mk. 1:12; Lk. 4:1 as `Mat 4:1; Mk 1:12; Lk 4:1`

and type Gen.2:7; 1 Cor.15:45 as `Gen 2:7; 1 Cor 15:45`

Hyphens and dashes in Bible references

A range of verses may be indicated in the original text by a hyphen or a dash. We type these in this way:

Between verse numbers or whole chapter numbers: `Ctrl and 2` (en dash)

Between chapter references, when a chapter range starts and/or finishes part way through a chapter: `Ctrl and 3` (em dash)

For example, type: Lk 6: 17–49; Mat 5–7 as: `Lk 6:17[Ctrl and 2]49; Mat 5[Ctrl and 2]7`

and type: Mat 5: 1–7:27 as: `Mat 5:1 [Ctrl and 2] 7:27`

The rules for spaces and punctuation are the same for verse ranges as they are for single verses, that is, after a verse or verse range put a comma and no space if another verse or verse range follows, but no punctuation if no further verse or verse range follows.

For example, type: Gen. 7:11-12, 17 as: `Gen 7:11[Ctrl and 2]12, 17`

More examples of how to type references

```
Gen 1:1; Gen 2:10; Psa 46:4; Rev 22:1[Ctrl and 2]2
Gen 1:5, 8, 13, 19, 31; Matt 6:3[Ctrl and 2]4, 18; Col 3:23[Ctrl and 2]24
Gen 1:26[Ctrl and 2]30; 2:7[Ctrl and 2]8; 1Tim 4:1; 2Tim 3:1
Genesis 1:1[Ctrl and 3]2:4; 1 John 2:7; 2 John 1:5
```

Speech marks and Apostrophes

We do not type these in the normal way but use replacements.

Type `Ctrl and ,` for an opening single speech mark and `Ctrl and .` for a closing single speech mark and apostrophe

Type `Shift and ,` for opening double speech marks " `Shift and .` for closing double speech marks "

It might help you remember direction of speech marks if you note that , and < are on the same keyboard key, used for 'opening' marks, and that . and > are on the same key which is used for 'closing' marks.

Examples:

For Solomon's temple type `Solomon[Ctrl and .]s temple`

For 'Yes' or 'Yes' type `[Ctrl and ,]Yes[ Ctrl and .]`

For "Yes" or "Yes" type `[Shift and ,]Yes[Shift and .]`

For " 'Yes' he said" type `[Shift and ,] [Ctrl and ,]Yes[Ctrl and .] he said[Shift and .]`

In that last example note the space between `[Shift and ,]` and `[Ctrl and ,]`

A different type of speech mark and a different type of apostrophe, with different replacements, are sometimes needed. If so, they will be given on the InSheet.

A quick guide to all the above:

In-word hyphen	Ctrl and 1	appears as	-
End of line hyphen (where so advised)	Ctrl and 787	appears as	?-?
En dash (between verse numbers and whole chapter numbers)			
	Ctrl and 2	appears as	–
Em dash (between a chapter range which starts and/or finishes part way through a chapter)			
	Ctrl and 3	appears as	—

Opening single speech mark	Ctrl and ,	appears as	'
Closing single speech mark (apostrophe)	Ctrl and .	appears as	'
Opening double speech marks	Shift and ,	appears as	"
Closing double speech marks	Shift and .	appears as	"