

BBN-ANG-183 Typography

Lecture 7: Punctuation

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outline

where punctuation begins

punctuation marks

- sentence- and clause-final punctuation

- horizontal lines

- paired symbols

 - brackets

 - quotation marks

- other punctuation marks

order of punctuation marks

the first punctuation mark

in the beginning

there were only uppercase letters (not even interword spaces): *scriptio continua*, typical of ancient Greek texts

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the first punctuation mark: the interpunct

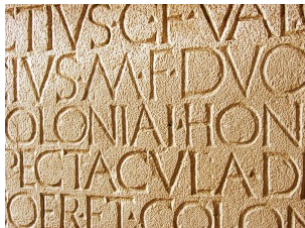
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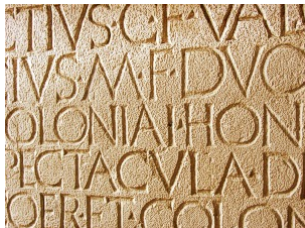
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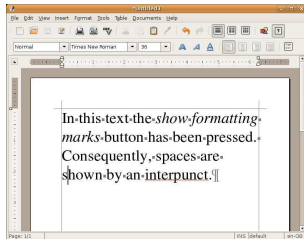
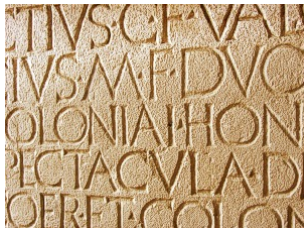
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full stop/period



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full stop/period

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- ▶ also used as a negation symbol: $! =$ means ‘is not equivalent to’



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don't use more than three exclamation or question marks, and use this effect with care, it may annoy the reader and easily gets inflated

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the orange comma is the serial comma

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cf. <http://www.nyest.hu/hirek/vesszoparipa>

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- ▶ separates the title and the subtitle in a reference list:
Star Wars Episode IV: A New Hope



spacing

general rule for spaces around sentence- and clause-final punctuation

no space before, space after (think of where the line may be broken)

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both of these conventions are referred to as French spacing

French spacing

space between sentences larger than between words

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc iaculis ullamcorper arcu. Sed feugiat arcu. Fusce ultrices malesuada diam. Suspendisse erat orci, viverra ut, scelerisque scelerisque, aliquam viverra, est. Ut feugiat, velit vitae pulvinar ultrices, justo orci vestibulum ipsum, ut pulvinar nulla mauris nec libero. Nullam nibh mauris, pulvinar nec, ultrices et, ultricies eu, justo. Integer tempor, nulla volutpat porttitor rutrum, nibh tortor dictum nulla, at euismod lorem nunc eu urna. Cras nec est vel leo placerat ultricies. Vivamus venenatis nisl vitae libero. Suspendisse blandit justo eu nibh.

space between sentences same as between words

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc iaculis ullamcorper arcu. Sed feugiat arcu. Fusce ultrices malesuada diam. Suspendisse erat orci, viverra ut, scelerisque scelerisque, aliquam viverra, est. Ut feugiat, velit vitae pulvinar ultrices, justo orci vestibulum ipsum, ut pulvinar nulla mauris nec libero. Nullam nibh mauris, pulvinar nec, ultrices et, ultricies eu, justo. Integer tempor, nulla volutpat porttitor rutrum, nibh tortor dictum nulla, at euismod lorem nunc eu urna. Cras nec est vel leo placerat ultricies. Vivamus venenatis nisl vitae libero. Suspendisse blandit justo eu nibh.

French spacing

the text below is from a Hungarian publication of 1975 (Tersánszky J. Jenő, *Misi Mókus kalandjai*, Móra), illustrating French spacing: thin space before “!”, “?”, “:”, “;”

Hát a növendékek közül Maki Mókusra rájött a csintalankodhatnék. Különben jó tanuló volt és ügyes. Ő volt a tornajátékok vezetője. Most azonban így ferdítette el a tanvers végét:

*Abány magot találsz a fán,
Rakd a bendődbe, mókuskám!*

Úgy ám! De a tanító rögtön meghallotta ezt.

– Mit mondtál, te haszontalan? Nem szégyelled magad? Jó tanuló voltál eddig és játékvezető, mégis ilyen rossz példával szolgálsz társaidnak? Kitől tanultad ezt?

French spacing

this text is from a French book: Georges Mounin, *Clefs pour la linguistique*, Seghers, 1968; the spaces before colons and question marks is even greater

quemenent à partir de ses usages dans la langue. ~~Il~~
aboutissent-ils à une procédure d'extraction de la
signification dont Meillet a parfaitement énoncé la
théorie dans la formule suivante : « Le sens d'un
mot ne se laisse définir que par une moyenne entre
les emplois linguistiques d'une part et les individus
et les groupes d'une même société d'autre part. »
*C'est la **théorie contextuelle** de la signification. Un
mot, dit-on, n'a aucun sens hors des contextes où
il apparaît : que signifie le mot « mouche » isolé ?
que signifie l'énoncé « Le boulanger fait des bâ-
tards », surtout si on le sépare de la chanson de
Jacques Dutronc *Paris s'éveille* ? Les mots qui n'ap-
paraissent qu'une fois dans la somme des documents
dont on dispose sur un état de langue — ce sont
les *hapax* — sont la plupart du temps impossibles*

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has two main functions: separating (orthographical) syllables and linking words

end-of-line syllabification

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linking words

- ▶ e.g., twentieth-century writers
- ▶ suspended (or hanging, or dangling) hyphen: nineteenth- and twentieth-century writers

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is used to indicate negative numbers ($0^{\circ}\text{K} \approx -273^{\circ}\text{C}$), and subtraction ($7 - 3 = 4$); it is longer than the hyphen: exactly as large as the horizontal bar of the plus sign, “+” (HTML: `−`)

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em-dash

the em-dash usually delimits parenthetical material (Looking after cats — a noble task — needs patience.); its width is 1 em (HTML: `—`)

dashes

some typographers do not use separate glyphs

for an en- and an em-dash, but distinguish them by surrounding the latter by spaces:

They read pages 13–28 in the book – which turned out to be important.
or They read pages 13—28 in the book — which ...

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spacing

only em-dashes may have a space following them

dashes

some typographers do not use separate glyphs

for an en- and an em-dash, but distinguish them by surrounding the latter by spaces:

They read pages 13–28 in the book – which turned out to be important.
or They read pages 13—28 in the book — which ...

spacing

only em-dashes may have a space following them

replacement

if unavailable, the en-dash is usually replaced by two hyphens (pp. 13--28), the em-dash by three (book---which)

dashes

✗ It was very cold, -14°C.

dashes

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- ✗ Delete rows 5-8.
- ✓ Delete rows 5–8.
- ✓ Very low temperatures (−200—−100°C) are lethal.
(but quite ugly)

brackets

types

(parentheses) or round/curved/oval brackets, parens, fingernails

brackets

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[brackets] or box brackets, square brackets

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when brackets are embedded (that is, when they are enclosed within each other another pair of brackets [viz. square brackets {braces within those}]), **may** be used within round brackets, however, it is more usual to use the same parentheses (round (or curved (or oval)) brackets); whichever you choose, be consistent

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embedding in mathematical formulas

$$\left(\left(5 - (13 \div 4) \right) * 7 - 2 \right) \div 3$$

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besides embedded parentheticals

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- ▶ primary school teachers have a bad habit of encouraging pupils to enclose letters/words to be ignored (deleted) in parentheses; such text should rather simply be ~~rubbed out~~ crossed out

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replacement

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there is a space before an opening and after a closing bracket (unless the latter is followed by some punctuation mark), there is no space after an opening and before a closing bracket

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replacement

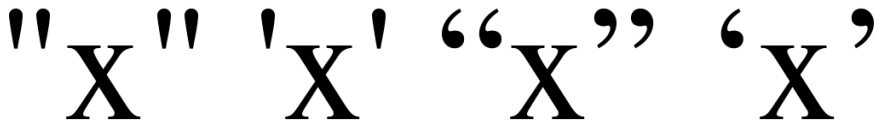
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spacing

there is a space before an opening and after a closing bracket (unless the latter is followed by some punctuation mark), there is no space after an opening and before a closing bracket; this is especially important when they are replaced /e.g., like here/

undirected and directed quotes

typewriters and ASCII have one symbol for opening and closing quotation marks: these are called undirected (or dumb) quotes (ASCII 96, the backtick, is not the mirrored version of the single quote)



undirected double quotes

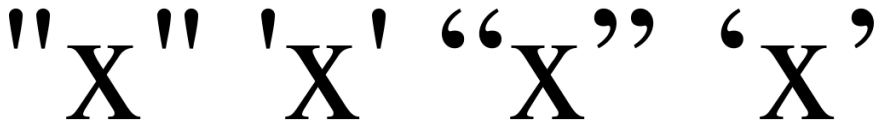
undirected single quotes

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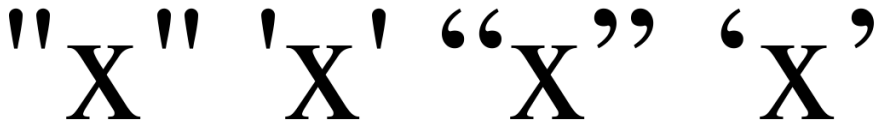
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The image displays four pairs of quotation marks, each pair followed by the letter 'X'. From left to right: 1. Undirected double quotes: two straight double quotation marks. 2. Undirected single quotes: two straight single quotation marks. 3. Directed double quotes: two double quotation marks that curve inward toward the 'X'. 4. Directed single quotes: two single quotation marks that curve inward toward the 'X'.

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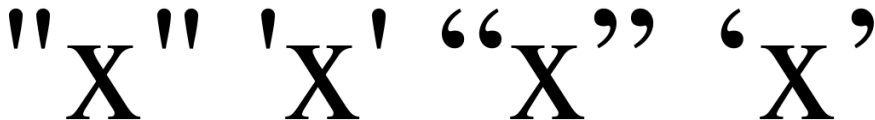
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⇒ be careful with smart quotes!

quotation mark shapes

the glyphs of quotation marks are the most language-specific of all punctuation marks: here are a few examples

British	‘one’	“two”
American	“one”	‘two’
Hungarian	„egy”	»kettő«
German	„eins“	,zwei‘
French	« un »	« deux » (called guillemets)
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- ▶ French leaves a thin space after an opening and before a closing guillemet
- ▶ in Hungarian text use the Hungarian glyphs, even when quoting an English phrase: vigyázzunk a „smart quote”-ok használatával!

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the use of double quotes as primary quotation marks is a better choice, because they are more readily distinguishable from other punctuation marks than single quotes

other punctuation marks

apostrophe (/fi: /)

,

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ellipsis

in good typesetting systems the three dots of ellipsis are a special glyph: these dots are further apart from each other than three full stops (... \neq ...) (except in a monospace font!)



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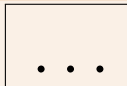
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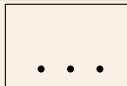
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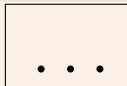
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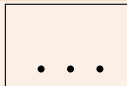
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slash (or oblique, virgule, slant, diagonal separatrix)

- ▶ indicates a disjunction (“and/or”)
- ▶ features in abbreviations (w/o = without, c/o = care of)
- ▶ indicates a joint between words (“the Jones/Gimson transcription”)



order of punctuation marks

principles

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- ▶ quoting part of a sentence: both orders occur
 - ▶ logical order: *They talked about “new data”.*
 - ▶ esthetic order: *They talked about “new data.”*
- ▶ footnote references, punctuation and closing paren: go for the esthetic order
 - They talked about new data.¹²*
 - They talked about new data (on quasars).*
 - (They talked about new data.)*