

Notes on Hyphens

- I. Using a hyphen to divide a word into syllables:
 - A. Don't divide the word at the end of the line unless it is absolutely necessary.
 - B. If you do need to divide the word, follow these rules:
 1. Word **MUST** be more than one syllable long.
 2. Divide the word between double consonants.
(mat-ter, rud-der, pat-tern, and so on)
 3. Divide a compound word between the two words.
(bed-room, tooth-paste)
 4. Use a dictionary as a final authority to look up how to divide the word.
- II. Use a hyphen between two words which are being used together as a unit to describe another word coming after them.

(A time-consuming job, a money-saving offer, an off-color joke, a real-life situation)
- III. Certain terms or phrases are automatically hyphenated even when they stand by themselves.
 - A. All words beginning with self and followed by a complete, valid word

(self-conscious, self-aware, self-esteem, self-confidence)
 - B. Many words having non- or re- in front of them as prefixes

(non-toxic, non-prescriptive, re-hash, re-group)