

WORD DIVISION

Learn when NOT to divide words:

1. Don't divide if you can get within three strokes, plus or minus, of a desired margin without dividing.
2. Don't divide any word with fewer than six strokes (but a five-letter word followed by a punctuation mark may be divided such as *six-ty*, *uni-fy*; or *mix-er*).
3. Don't divide a word pronounced as one syllable such as *shipped*.
4. Don't divide a contraction such as *couldn't*, *shouldn't*, or *musn't*.
5. Don't divide an abbreviation such as *UNESCO* or *U.S.N.R.*
6. Don't divide a word unless you can leave at least a two-letter syllable (and hyphen) on the upper line.
7. Don't divide a word unless you carry at least three strokes (the third may be a punctuation mark) to the next line.
8. Don't divide a number unless it fills ten or more spaces (in which case you may divide after a comma).
9. Divide only between whole syllables. If uncertain about syllabic structure, consult a dictionary. Examples: *prod-uct*, not *pro-duct* and *knowl-edge*, not *know-ledge*.
10. Divide near the middle of the word if there is an option. Thus: *pictur-esque*, not *pic-turesque*.
11. Divide after, not within, any prefix. (A prefix is a combination of letters put after a root word to change meaning; thus, in *foreman*, *fore-* is the prefix and *-man* is the root. Common prefixes include *anti-*, *ante-*, *be-*, *con-*, *de-*, *ex-*, *fore-*, *in-*, *intro-*, etc.) You may write *intro-duce*, but not *in-troduce*.
12. Divide before, not within, a suffix. (A suffix is a combination of letters put after a root word to change meaning; thus, in *leading*, the root is *lead-* and the suffix is *-ing*. Common suffixes include *-able*, *-fully*, *-ible*, *-icle*, *-ing*, *-sion*, *-tion*, *-tive*, etc.) You may write *wonder-fully*, but not *wonderful-ly*.
13. Divide after a one-letter syllable in the middle of a word unless the syllable is part of a suffix. Thus: *sepa-rate*, not *sep-arate*. But: *vis-ible*, not *visi-ble*.
14. When two strongly-accented vowels appear together, divide between them (even though the second may be a one-letter syllable). Thus: *radi-ator*, not *radia-tor*.