Ampersand
An ampersand (&) is used as a shortened form of and. The ampersand should be avoided within text but may be used for company names such as Wilson & Jones or P & O if that is the general style of the company name. The ampersand may be used in tables, figures and display documents if space restrictions are severe.
Leave one space before and after an ampersand.

Apostrophe
Use an apostrophe to show where letters have been omitted, for example, don’t, shouldn’t, o’clock. An apostrophe is also used to show possession, for example, Susan’s new car.
Leave no space between an apostrophe and the letters of the word it belongs to.

Asterisk
Leave no space between an asterisk and the word it refers to.

Colon
A colon (:) is used to mark a pause or separation that is shorter than the pause given by a full stop. Use a colon to introduce a run-in list.
Leave one space after a colon.

Comma
Use a comma
• to introduce a quotation or reported speech.
  For example: She said, ‘I enjoyed the movie’.
• between items in a list. For example:
  Please buy some milk, eggs, bread and cheese.
• after an introductory name or phrase. For example:
  To grow healthy plants, water and fertilise them regularly.
• to separate words or phrases which could be left out of a sentence without affecting its meaning. For example:
  The dessert, which was delicious, was served with ice-cream.
Leave one space after a comma.

Em rule
An em rule is a rule the width of the letter ‘m’. An em rule is used to enclose an expression which, when omitted, does not change the basic meaning of a sentence. For example:
The invitation was extended—somewhat begrudgingly—to all committee members.
Do not leave any space before or after an em rule.
Press Alt-Ctrl-Num – to insert an Em rule.

En rule
An en rule is a rule the width of the letter ‘n’. An en rule is used in spans of figures and when expressing time or distance, for example, pages 211–15, May–July, Melbourne–Perth flight.
Do not leave any space before or after an en rule.
Press Ctrl-Num – to insert an en rule.

Exclamation mark
The exclamation mark is used to indicate surprise, disbelief or strong emotion. It replaces a full stop at the end of a sentence.
Leave one space after an exclamation mark.
Full stop
A full stop is used to end a sentence that is not a question or an exclamation. A full stop is only used in abbreviations if closed punctuation is being used. A full stop is used as a decimal point in numbers. Leave one space after a full stop.

In the past, typists were taught to leave two and even three spaces after a full stop. This was done to create the space required to indicate a pause at the end of a sentence. Now that mostly proportional fonts are used, the extra spaces create unsightly gaps in text. The initial capital letter of a sentence—which occupies a large amount of space when compared with lower case letters—draws attention to a new sentence and only one space is required to signify a pause at the end of a sentence.

Hyphen
A hyphen is used to show where a word has been hyphenated at a line ending. A hyphen is used in complex words and compound words, for example, disease-free, anti-inflammatory, mother-in-law. A hyphen is also used in numbers, for example, twenty-two, forty-five. Leave no space between a hyphen and the letters of the word it belongs to.

Open punctuation
When using open punctuation exclude all unnecessary punctuation marks such as full stops in abbreviations, for example, Mr D R Bright, eg, etc. Leave one space after an initial of a name, for example, D Watson. Open punctuation is the most widely used punctuation style.

Parentheses
Also known as brackets, parentheses are used to enclose expressions that are not essential to the meaning of the sentence but that may be considered an aside or may clarify or amplify a sentence. Leave one space before a left bracket and no space after it. Leave no space before a right bracket and one space after it.

Percentage
Leave no space between a figure and the percentage sign, for example, 58%.

Question mark
The question mark (?) is used at the end of a question and replaces a full stop. Do not use a question mark at the end of a request in the form of a question, for example, Would you please reply immediately. Leave one space after a question mark.

Quotation marks
Quotation marks are used to enclose direct speech and quotations. Always use single quotation marks (‘ ‘). For example:
‘Thank you for your efforts,’ said Gary.
Double quotation marks (“ ”) are only used for a quotation within a quotation.
She said, ‘Justin yelled “Get out of the way”, just before the accident.’
Technical or colloquial words may be enclosed in quotation marks.
She had a severe case of ‘Mondayitis’.
Leave one space before an opening quotation mark and leave one space after a closing quotation mark. Don't leave any space between quotation marks and the words enclosed by them.

Semicolon
Use a semicolon (;) to separate parts of a sentence that require a stronger break than a comma provides. A semi-colon can also be used in run-in lists at the end of each item. Leave one space after a semicolon.

Solidus
The solidus may also be known as a slash, diagonal or oblique. It is used in abbreviations such as a/c (account) and km/h (kilometres per hour). Do not space before or after a solidus.