

Dashes



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The **dash (—)** allows for the introduction of words, phrases, and clauses into a sentence. Dashes can either link or separate ideas in a sentence. A dash is formed by typing two hyphens, with no space before, between, or after the dash.

To add emphasis to any addition

Use a dash to add explanations, examples, or summaries to the end of a sentence.

Example: Sarah Jones is the first female president in the company's history—at such a young age.

To insert information

Dashes may also be used to set off and emphasize supplemental information or parenthetical comments.

Example: John and Tom enjoyed the movie—the best they had ever watched.
When Sara finished watching the movie—the best she ever watched—she had tears in her eyes.

To highlight interruptions

Use a dash to set off an abrupt break or change in thought within a sentence.

Example: The great white's unique ability to protect its eyes—a great example of the shark's ability to evolve and adapt—makes it a formidable hunter in the ocean.

To set off information

Use dashes to set off items, phrases, or credit lines.

Example: Steven Spielberg, Francis Ford Coppola, and Ron Howard—these directors are among the most accomplished and successful in the film industry.

Example: Audience members are asked
—to remain quiet during the presentation
—to withhold applause until the end of the presentation
—to remain seated until the presenter has left the podium

Example: "I cannot live without books."
—Thomas Jefferson