

Basic Rules for Typesetting of Documents

1. Use suitable font (nice and available everywhere under Windows)
 - a) serif: Bookman Old Style, Georgia, Palatino Linotype
 - b) sans-serif: Verdana, Tahoma
2. Single-letter prepositions and conjunctions should be connected with the following word (v, s, z, k, o, u, a, i)
 - a) They cannot remain at the end of line so you have to insert a solid non-breakable space before the letter and the following word. The conjunction “a” is being tolerated at the end of line.
 - b) You can treat this rule using these procedures:
 - a) WORD: using Find and Replace dialog
 - The field “Use wildcard characters” must be checked
 - Search term (there is a space at the end): `<[vszkouaiVSZKOUAI]`
 - Replace term: `\1^s`
 - b) WRITER: using Find and Replace dialog
 - The field “Use regular expressions” must be checked
 - Search term (1. phase): `([]{1}[:alpha:]{1}) ([:alpha:]*\>)`
 - Replace term (1. phase): `$1solidspace$2`
 - Search term (2. phase): `(\<[:alpha:]{1}) ([:alpha:]*\>)`
 - Replace term (2. phase): `$1solidspace$2`
 - WRITER: solid space – special symbol U+00A0 (160)
3. The word „viz“
 - The word „viz“ is not a shortcut so you cannot write a dot behind it (similar to see :-)
4. Spaces
 - a) Between words
 - Written by single press of space bar
 - Do not use this space for any alignment, first line indentations or in tables etc.
 - b) **Between words – non-breakable**
 - In word couples which cannot be separated at the end of line
 - Initials with last name, for example J. K. Tyl
 - Title and name, for example Ing. Jan Novák
 - Parts of number with more digits, for example 10 415,215 378
 - Numbers with shortcuts of units, for example 28 kg
 - Dates, for example 10. November 2006, 12. 12. 1998
 - Single-letter prepositions and conjunctions with the following word
 - c) Between words - half
 - Used in situations where the common space is too wide
 - Usable in case of initials or numbers with more couples of digits
 - d) Long space
 - Used for separating groups where the common space would be too short (for example parts of formulas etc.).
 - e) Between characters
 - Space which adjusts the distance between letters inside a word

5. Horizontal lines

- a) **hyphen** (short horizontal line “-“ it is located at that place of keyboard where most of people look for a dash. **Always** used without surrounding spaces.)
- selection of one thing, one place using more words
 - English-Czech dictionary, Praha-west, Ping-Pong, n-tice, B-vitamine, station Praha-Holešovice, Brno-city, Ostrava-Poruba
 - Condition part “-li“
 - bude-li, není-li, chceš-li
 - in case of separating a complex term, the hyphen should be repeated also on the new line
- b) **dash** (short, half-square, en dash)
- in sentence: (replaces the comma between sentences or brackets, written with surrounding spaces, cannot stand at the beginning of a line but can stand at the end, punctuation is typeset behind the dash without spaces)
 - I invited two people – you and Matěj.
 - Everything is alright – except the distillation function.
 - I like meat – that is me – but what about my body in a few years?
 - Donald, come down from the chandelier, I see you or –!
 - Leave me – – –
 - In ranges (replaces the words “to“, “vs.“, written without surrounding spaces)
 - Match Sparta–Slavie, Real–Liverpool, highway Praha–Brno, railway track Rybník–Lipno, opened at 8–17, Laurel–Hardy, working hours 8–16, my weight is 70–90 kg at the moment.
- c) dash (long, square, em dash)
- Usually not used in Czech language, sometimes in fiction literature or in banking.
- d) **minus** (mathematical)
- The main difference is in the position. Minus sign is typeset higher than the dash and hyphen. A space should be inserted between minus sign and a number.
- e) You can see all 4 types of these characters to compare them:
- | | |
|-------------------|---|
| a) hyphen | - |
| b) short, en dash | – |
| c) long, em dash | — |
| d) minus sign | - |

6. Sentence punctuation (.,?!:;)

- Used for separating sentences and couples of sentences or for creating breaks, modulations etc.
- A dot is not written behind headlines and descriptions of image reproductions.
- We do not write spaces before dots, commas, colons, semicolons, exclamation and quotation marks but we do write spaces behind them.
- Groups are exceptional (dot–comma, dot–bracket etc.) because spaces are not written inside the group but after it.
 - The first, tenth, twentieth, 1., 10., 20.
 - 19.30 hours, chapter 2.5.2, file pokus.txt, group J.A.R.
 - address www.imdb.com, version 1.5, 3.5 inch, note.: available on CD
 - Product was created by companies Škoda, a. s., Hyundai, ...
 - In case that a sentence ends with the shortcut etc., only one dot is written.
 - That is it!!!
 - I wrote a sentence and ended it with a dot. Then I wrote a “direct speech”: “Yes, this is the promised sentence!”
 - I am sure that I cannot run 100 meters in less than 5,5 seconds.

- In case that a sentence ends by a shortcut (which includes a dot), we do not write additional dot at the end.
 - The producing company is Umyvadla, s. r. o.
 - I like real homemade bacon, smoked sausages etc.
- (In case that the whole sentence is inserted into brackets, the dot is written into it.) If only a part of sentence is inserted into brackets, the dot is written behind it.
- Colon in meaning of division is written with spaces ($6 : 3 = 2$),
In meaning of sport results without spaces ($1:0$)
 - I love vodka with tonic in ratio of 4 : 1.
 - Our team won hardly 2:1.

7. Quotation marks

- This is a common mistake because there are several types of quotation marks („Czech“, "American", «French», »Russian«) and many people even write different type at the beginning and at the end. Classical Czech quotation marks are being called according to their shape 99 66 („ “). We use them when writing a direct speech. They are written without spaces between them. We should use Czech quotation marks only when writing Czech documents.
 - Father said: „Let’s go home not to get wet!“
 - „You introduced really ‚interesting‘ theory.“
- The character inches (") should be used to mark inches (diskette 3,5") or time interval in seconds only, it is not a quotation mark!

8. Parentheses

- You should use parentheses when writing a common text. The text inside parentheses is written without spaces but the parentheses are separated from the rest of the text by spaces. Brackets or braces are written especially in mathematical formulas.
 - We know different types of fruits (apples, pears, bananas, oranges) and vegetables (carrot, tomatoes, peppers, cauliflower).
 - $22 \cdot 10 \{[15 - 25] + 13\} = x$
 - (Text in parentheses [notes], the rest of the text in parentheses.)

9. Ellipsis

- Three dots called as ellipsis (a single character) are inserted when we do not complete an idea. We write them without spaces at the end of sentence, there is no space behind them.
 - If you do it again, you will see...
 - ...you will decorate with me... your hair...
 - I was at doctor... He took my blood.
 - According to the previous variant..., but this is a better solution.
- An exception is done when writing a list of items, the space between ellipsis and the list is inserted.
 - Human has five senses: sight, hearing, ...
 - Do you like dancing, music, singing, ...?

10. Percentage, grade, unit

- Without space: means one word - adjective
 - 10% read as „desetiprocentní“
 - 10° read as „desetistupňový“
 - 10m read as „desetimetrový“
- With space (half, non-breakable): means two words – number and unit
 - 10 % read as „deset procent“
 - 10 ° read as „deset stupňů“
 - 10 m read as „deset metrů“

11. Slash

- Slash is usually typeset without spaces between it and the surrounding terms. In case that these terms are shortcuts, we do not write any dot. It is usually used in hypertext links.
 - I rode my bicycle at 65 km/h (kph).
 - I left my school in 2000/2001.
 - The document is available at address <http://www.adresa.com/adresar/soubor.htm>
- In case you divide a list of terms by slashes, you should add spaces.
 - Our offer: ham / cheese / salami / toast

12. Multiplication, paragraph, et

- **x** – this sign has its special location so we cannot typeset it with the small “x” letter. It should be inserted as a symbol. You can use it in connection with a number – for example “14x”. There is no space between this character and the number. It is recommended to write lower numbers using words (“pětkrát” – without space!). If you want to multiply numbers, you should write spaces.
- **§** – used for lawyer texts, always connected with a number and is separated by non-breakable (short) space.
 - According to § 314 paragraph 1, letter b of law...
- **&** – used as the “and” conjunction, for example in company titles. It is surrounded by non-breakable (short) spaces.
 - Novák and syn – Novák & syn

13. Date and time

- You should write a dot behind an ordinal number which means that also the date has to be written with spaces. It should remain together so non-breakable spaces have to be used.
 - 5. 7. 2015, 05. 07. 2015, 5. July 2015, 20. century
- Dates in meaning “from to”, “until” are written with dashes. In single-word connections we do not add spaces.
 - 14.–17. 10. 2006, 16.–17. June
- In case that the slash will appear between multiple-word connections, a space should be inserted to divide the information.
 - 1. January – 31. December, 16. 6. – 17. 6., 14. 5. – 17. 8. 2006
- According to ČSN 01 6910 a colon has to be written between hours and minutes but according to the Czech grammatical rules also a dot can be used.
 - 8:35 hours, 15:10 hrs., 16:20 hrs, 19:20 h, 20:10 h.
 - 8.35 hours, 15.10 hrs., 16.20 hrs, 19.20 h, 20.10 h.
- A colon is also written between minutes and seconds but seconds and parts of seconds are separated by decimal commas.
 - He ended the race with time 22:12,56 (22 minutes, 12 seconds, 56 hundredths of a second).