

Basic Rules for Typesetting of Documents

(examples of common mistakes, their correct notation, ways of inserting characters)

character	correct	incorrect	note	way of inserting
	řapky, řapky, řapky	řapky, řapky, řapky	řapky (Times New Roman) řapky (Georgia) comparison of „ř“ – font error	Selecting a suitable font
Non-breakable space between words	Ing. Jan Novák	Ing. Jan Novák		WORD: Insert => Symbol... bookmark special characters (or the character code: 00A0) WRITER: Insert => Formatting marks... (or Latin-1, character code: U+00A0 (160))
hyphen	English–Czech dict. (dash) English–Czech dict. (minus)	English-Czech dictionary	English—Czech dict. comparison: dash, minus, hyphen	„NUM–“ or key „-“
short dash	I invited two people - you and Matěj. (hyphen)	I invited two people – you and Matěj.	I invited two people — you and Matěj. comparison: hyphen, dash	WORD: Insert => Symbol... bookmark special characters (or the character code: 2012) WRITER: Insert => Formatting marks... (or Latin-1, character code: U+2012)
minus	2 - 5 (hyphen) 2 – 5 (dash)	2 – 5	2 --- 5 two minus five comparison: hyphen, dash, minus	WORD: Insert => Symbol... bookmark special characters (or the character code: 2212) WRITER: Insert => Formatting marks... (or Latin-1, character code: U+2212)
multiple	2 x 5 (letter „x“)	2 × 5	2 x× 5 two multiplied by five comparison: letter “x” on the left, multiple symbol on the right	WORD: Insert => Symbol... bookmark special characters (or the character code: 00D7) WRITER: Insert => Formatting marks... (or Latin-1, character code: U+00D7 (215))
quotation marks	“text” "text" (inches)	„text“		
brackets	(text in bracket)	(text in bracket)	without spaces	
Inches, seconds	3,5" (double quot. marks) 3,5" (single quot. Marks)	3,5"	3,5"" comparison: double and single quotation marks, inches	
ellipsis	I was at my doctor... He took my blood for examination.	I was at my doctor... He took my blood for examination.	I was at my doctor..... He took my blood for examination.	Special symbol
zero	1 000 Kč (letter „0“)	1 000 Kč	1 000000 Kč comparison: letter „0“ at first, then zero symbol	
spaces	mob.: 123456789	mob.: 123 456 789		Separating by spaces
numbers	I will be at you in 5 hours.	I will be at you in five hours.	We write numbers to 12 by words in literature.	
datum	1.1.2010 in year 1 492 2009–10 8. 1. 10	1. 1. 2010 in year 1492 2009–2010 8. 1. 2010		
time	opened from 6–20 hours	opened 6–20 hours		
ingot	fi	fi		Special symbol
price	8000,- Kč	8000,- 8000 Kč Kč 8000,-	currency is written without spaces	
	8-mi bitový	8bitový		
angle	20° 30' 15"	20°30'15"	spaces are not inserted	