

The Chicago Manual of Style

15th edition

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6.106 | PUNCTUATION

- 6.106** *Within parentheses.* Square brackets are used as parentheses within parentheses, usually for bibliographic purposes. (For parentheses within em dashes, see 6.98.)

(For further discussion see Richardson's excellent analysis [1999] and Danneberger's survey [2000].)

- 6.107** *In phonetics.* Square brackets may be used to enclose a phonetic transcription.

The verb *entretenir* [äträtñir], like *keep*, is used in many idioms.

- 6.108** *With other punctuation.* For brackets with other punctuation, the same principles apply as for parentheses (see 6.103).

ANGLE BRACKETS AND BRACES

- 6.109** *Use of angle brackets.* Angle brackets (< >) are used in electronic manuscript preparation to enclose codes for the typesetter (see 2.89). The mathematical signs for *less than* (<) and *greater than* (>), also used in etymology to mean *derived from* (<) and *gives* or *has given* (>), look the same as angle brackets but are not to be confused with them (see 14.2). *Braces* ({ }), often called *curly brackets*, are heavily used in programming languages as well as in mathematical and other specialized writing (see, e.g., 14.27). They are not interchangeable with parentheses or brackets. See the examples in chapter 5 for one possible use of braces.

- 6.110** *When to avoid angle brackets.* Although angle brackets are sometimes used to set off URLs and e-mail addresses, this use should be avoided, since some identifiers include angle brackets as part of their internal punctuation (see 17.10). To avoid ambiguity, reserve angle brackets for delimiting typesetting codes (see, e.g., 2.89).

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Slash

- 6.111** *Terminology.* The slash (/)—also known as virgule, solidus, slant, or forward slash, to distinguish it from a backward slash, or backslash (\)—has various distinct uses. For a discussion of the niceties associated with the

various terms, see Richard Eckersley et al., *Glossary of Typesetting Terms* (bibliog. 2.6).

- 6.112** *Signifying alternatives.* A slash most commonly signifies alternatives. In **certain** contexts it proves convenient shorthand for *or* (but see 6.113). It is also used for alternative spellings or names. Where one or more of the terms separated by slashes is an open compound, a thin space before and after the slash is helpful.

he/she	Hercules/Heracles
his/her	Margaret/Meg/Maggie
and/or	World War I / First World War

- 6.113** *Technical use.* A slash is used in certain contexts to mean *and*.

an insertion/deletion mutation	a Jekyll/Hyde personality
an MD/PhD student	

- 6.114** *With years.* A slash is sometimes used in dates instead of an en dash (see 6.83), or even in combination with an en dash, to indicate the last part of one year and the first part of the next.

The winter of 1966/67 was especially severe.
Enrollment has increased between 1998/99 and 2001/2.
The fiscal years 1991/92–1998/99 were encouraging in several respects.

- 6.115** *With dates.* Slashes are used informally in all-numeral dates (e.g., 3/10/02), but this device should be avoided in formal style since ambiguity can arise: Americans usually put the month first, whereas Canadians and Europeans put the day first. The same problem occurs when hyphens or en dashes are used in all numeral dates. (In a context where the events of September 11, 2001, are being discussed, 9/11 is quite acceptable. See also 8.81.) See 9.35.

- 6.116** *With abbreviations.* A slash may stand as shorthand for *per*, as in “110 km/sec,” “\$450/week” (see 15.46, 15.62), or in certain abbreviations, in lieu of a period, as in “c/o” (in care of).

- 6.117** *With fractions.* A slash can be used to mean “divided by” when a fraction bar is inappropriate. See 14.44.

- 6.118** *In poetry.* When two or more lines of poetry are quoted in regular text, slashes with space on each side are used to show line breaks.

"Thou hast not missed one thought that could be fit, / And all that was improper dost omit."

- 6.119** *Computer and Internet use.* Single and double slashes are used in URLs. No space should precede or follow them. In typeset URLs, line breaks may occur after a slash but not between two slashes. Slashes as well as backward slashes, or backslashes (\), are used in computer directory paths; the type of slash used depends on the operating system. See also 17.10–11.

`http://sports.espn.go.com/nfl/index`
`c:\office\wpwin\wpdocs`

Quotation Marks

- 6.120** *Other discussions.* For the location of closing quotation marks in relation to other punctuation, see 6.8–9. For the use of quotation marks with a comma, see 6.53; with a colon, 6.66; with a question mark, 6.75; with an exclamation point, 6.79. For a full discussion of quotation marks with dialogue and quoted matter, see 11.11–16, 11.20–21, 11.33–39. For the use of quotation marks with single words or phrases to signal some special usage, see 7.58, 7.60–62. For quotation marks in French, see 10.32–33; in German, 10.45; in Italian, 10.53.

Multiple Punctuation and When to Avoid It

- 6.121** *Likely combinations.* The use of more than one mark of punctuation at the same location usually involves quotation marks, em dashes, parentheses, or brackets in combination with periods, commas, colons, semicolons, question marks, or exclamation points. For quotation marks see 6.8–10, 6.52–54, 6.66, 6.75, 6.79. For em dashes see 6.91, 6.92, 6.96. For parentheses and brackets see 6.98, 6.102, 6.103, 6.106, 6.108, 6.126.
- 6.122** *No double period.* When an expression that takes a period ends a sentence, no additional period follows (see 6.15). When such an expression is followed by a comma, however, both period and comma appear.

The study was funded by Mulvehill & Co.
 Her wallet contained U.S., Canadian, and Bahamian currency.
 Johnson et al., in *How to Survive*, describe such an ordeal.