

## "HALF-SPACES" FOR GROUPING DIGITS IN LONG NUMBERS

Whereas standard usage employs commas to group digits in numbers longer than 4 digits, the AMA uses half-spaces instead of commas. For example, the number 6,452,831 would be typed this way in AMA style: 6 452 831. (Use neither commas nor spaces for 4-digit numbers.)

NOTE: Type and highlight the space *before* you type the numbers that follow it. Otherwise, the digits themselves will be reduced.

Microsoft Word does not support the typing of half-spaces (thin spaces); however, you can approximate the effect with the following process

Create "Half-spaces" for Spacing of Digits

1. Type the space, then highlight it.
2. On the menu bar, click **Format**, then **Font . . .**
3. Click the **Character Spacing** tab.
4. Set **Scale** to 50% and click **OK**.

Repeat process for each "half-space."

