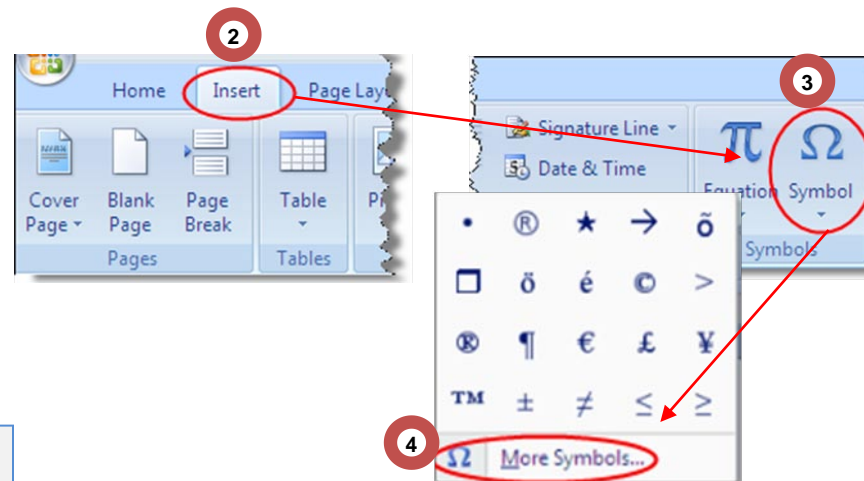


HALF-SPACE for Numbers of More Than 4 Digits

In science writing, including AMA, numbers of more than four digits are grouped by half-spaces (1/4 em space) rather than commas, as the passage below illustrates:

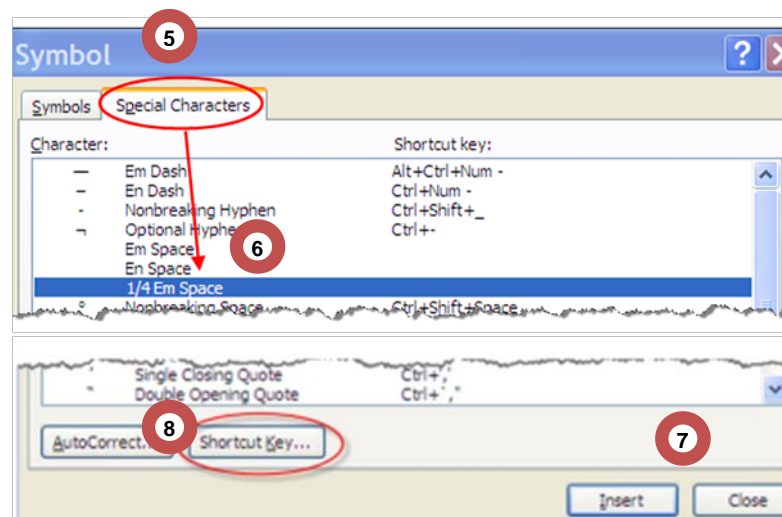
The cumulative estimated number of diagnoses of AIDS through 2007 in the United States and dependent areas was 1 051 875. Of these, 1 018 428 were diagnosed in the 50 states and the District of Columbia and 32 051 were diagnosed in the dependent areas. In the 50 states and the District of Columbia, adult and adolescent AIDS cases totaled 1 009 220 with 810 676 cases in males and 198 544 cases in females, and 9209 cases estimated in children under age 13 years.¹



HALF SPACE for NUMBERS

To insert a half space,

1. Click the cursor between the numbers where you want the space to occur:
2. On the Ribbon Bar click the Insert tab to open.
3. On the far right, click the Symbol icon.
4. When the Symbol menu opens, click More Symbols.
5. In the next Symbol Menu, click the Special Characters Tab.
6. Select "1/4 Em Space"
7. Click Insert, then Close.
8. If this symbol (or any special character) is one you will use often, you can assign it a *shortcut key*—for example *Ctrl=X*—and thereafter use the shortcut key to insert that symbol.



REFERENCE

1. HIV/AIDS statistics and surveillance: Basic statistics. Centers for Disease Control and Prevention Web site. <http://www.cdc.gov/hiv/topics/surveillance/basic.htm#ddaids>. Updated February 26, 2009. Accessed June 16, 2009.