
Utah Code Examples of Hyphenation

The Office of Legislative Research and General Counsel has not adopted rigid rules regarding hyphenation. The decision of whether or not to hyphenate rests with the drafter. However, a drafter should be as consistent as possible with the general practices in the Utah Code. The following are guidelines to assist the drafter in knowing when hyphens are used in the Utah Code as of 2012. For further guidance, see *The Chicago Manual of Style* (16th ed. 2010) and the *Webster's Third New International Dictionary*, or *Merriam-Webster's Collegiate Dictionary*. In general, if no suitable example or analogy can be found either in the code or the dictionary, hyphenate only if doing so will aid readability.

GENERALLY NOT HYPHENATED

go all out (adverb)	"inter" words: intercounty	"post" words: postaudit
attorney in fact	interdepartmental	postgraduate
"bi" words: biannually	interhospital	postmortem
bimonthly	interlocal agreement	postsecondary
bipartisan	interstate	post office
biweekly	"intra" words: intradepartmental	"pre" words: preemptive
"by" words: bylaws	intragovernmental	preexisting
bypass	intrastate	preplan
byroad	last known address	preschool
car pool (noun)	low income housing	privately owned
carpool (verb)	"micro" words: microchip	"pro" words: pro rata
checkoff	microorganisms	prorate
"co" words:	"multi" words: multitar	"re" words: reelect
*With few exceptions, when the prefix	multipurpose	reemploy
is "co" and the base word begins with	multiunit nameplate	reentered
an "o," use a hyphen:	nationwide	reexamined
co-owner	"non" words: noncancelable	reuse
co-organizer	noncompliance	rulemaking
Verbs are not hyphenated:	nonexistent	"semi" words: semiannual
cooperate	nonlapsing	semimonthly
coordinate	nonnegotiable	semitrailer
If the base word begins with any other	nonpartisan	sergeant at arms
letter, omit the hyphen:	nonpolitical	statehouse
cochair	nonprofit	statewide
codefendant	nonpublic	"sub" words: subagent
coexecutor	nonresident	subbidder
coinsurance	oncoming	subdistrict
cropland	ongoing	takeoff
cutoff	openmouthed (adverb)	tax supported
delegate at large	sold over the counter	three years old
email	"over" words: overall	timetable
ex officio	overinsurance	trade name
"extra" words: extracurricular	overpass	"under" words: underemployment
extraterrestrial	overpayment	undergraduate
extrafine	overruled	underprivileged
firefighter	part time (when it follows a verb or noun)	update
hand deliver a letter (verb)	percent	vice chair
hydrocarbon	pipeline	vice president
hydroelectric	policyholder	waterborne
interest free loan	policy making	widespread
		work over

HYPHENATED

an all-out effort (adjective)	five-member council	out-of-state travel
cave-in	food-borne	an over-the-counter drug
cross-examine	full-time employee	part-time employee (adjective)
drive-in	a hand-delivered letter (adjective)	right-of-way
even-numbered years	low-level	a three-year-old
father-in-law	"off" words: off-highway	"well-" words: well-being
five-member council	off-site	well-known
fractions: one-half	on-site inspection	year-round
a two-thirds majority		

General rules: Hyphenate two or more modifiers when they **precede** the noun (three-week period, 30-day period, 10-point font). Do not hyphenate compound adjectives if they follow the noun (a period of 30 days) or if the first word ends in ly (a readily available book).

Avoid using hyphens with most prefixes (counterblow, supercar), except to separate two i's, two a's, or another combination that might be confusing (extra-alkaline, anti-intellectual).

The numbers twenty-one through ninety-nine are hyphenated; the rest are not (twenty-one, twenty-first).

