

TABS VERSUS SPACING

It is very important to use tabs if you wish words on multiple lines to be aligned, e.g. if you are comparing English and Iranian syntactical structures. Clicking on the “¶” key will reveal how the document has been formatted.

Example 1: Tabs.

Formatting your text using tabs will ensure that the alignment is retained once the article has been typeset. You will observe that the words remain aligned even if you change the font.

Using the tab key to space your examples
Will help them look right in the proofs.

Example 2: Spaces

Formatting your text using spaces is unreliable because the widths of character usually vary from font to font. You will observe that while the text appears to be aligned correctly in Calibri, the words begin to drift apart when the font is changed (e.g. to Arial or Times New Roman). If spaces are used, the alignment will likely be lost in typesetting.

Spacing your text to align it is unreliable because
the alignment will be lost in the typesetting process.