

. . . **ELLIPSIS**

1. indicates by three spaced periods the omission of one or more words within a quoted passage

The figures are accumulated a month...and then the department's percentage of effectiveness is calculated.
--Joyce B. Jewell
2. indicates by four spaced periods (one of which is a sentence period) the omission of one or more sentences within a quoted passage or the omission of a word or words at the end of a sentence

"That things always collapse into the status quo ante three weeks after a drive is over, everybody knows and apparently expects.... And yet many managements fail to draw the obvious conclusion...."
--Peter F. Drucker

Webster's Secretarial Handbook Second Edition, 1983
p. 253