Common Problems Noted in FCS Student Essays*

proposed sol^{n}?
lacking necc. foundation
unaware of existing research

CSCI 6606 students see *Principles for Term Paper Grading*

Problem	**Example**
misspelled words	end-user (note the hyphen) e-mail (*not* email) et al. (note punctuation) Internet (capitalize proper nouns) lifecycle *or* life-cycle (*not* life cycle) naïve (note the diaeresis) Unix (not UNIX, because it is not an acronym) Web and Web-based (capitalize proper nouns), *but* webpage, webserver and website
meaningless words (with improvements)	period of time → period *or* time in order to → to interval of time period → interval *or* time interval actually (when used solely for emphasis) → *omit* really (when meaning very)
imprecise language	mention (an incidental reference) . . . *when* noted, said, found, commented, etc. is what you mean intuitive . . . *when* you mean familiar or common practice easy-to-use . . . *when* you mean to refer to the concept of *perceived ease-of-use* or to a more elaborate concept of usability
colloquialisms	a lot, lots of → much *or* many plenty of → much way better → much better has gone way high questions run through the mind access *(as a verb)* → *perhaps* use *or* gain access to
inappropriate terminology	user friendly

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holly:~jamie/Documents/Teaching/General/Editing & Proofreading/Notation/Source/AdditionalNotationNotes,2013-05-21b.tex

Editorial and Proofreading Notation

ambig. Ambiguity should be resolved

cite The full bibliographic record must be included

coloq. Avoid colloquialisms and jargon in formal writing
Examples of the most frequent uses of jargon etc. are on page 1

cont. Avoid contractions in formal writing

dang. Avoid dangling referents
such as in the sentences *'They found . . . .'* and *'This means . . . .'* (Who are 'they'? This *what*?)

def$^{n}_{-}$? Key terms should be defined earlier
In a summary the key terms should be explained not merely referred to.

expand Expand acronyms and abbreviations at first use
except for the very common non-technical abbreviations such as the usual Latin ones (for example, 'a.m.', 'e.g.', 'et al.', 'etc.', 'i.e.', 'p.m.'), names of days and months, academic degrees (e.g. PhD), names of countries (e.g. UK, USA), GMT for standard time, units of measure, and US states in addresses.

hyph Use hyphen (-) not dash (– or —)
or vice versa
– (en dash) is for ranges of numbers
— (em dash) is the usual dash

m/u Your meaning is unclear — make it easier to understand

N/S Not a sentence

para Paragraphs must be clearly delineated by vertical space, indentation, or both

proof? Factual claims must be justified by evidence or by citations to work that include evidence

p.#? *missing page number*

- Page numbers are required for quotations.
- Remember that copying illustrations is the same as quoting.

Q More detail is needed

rel? You must explain why this passage is relevant
When you describe experimental method (or include any detail from an experiment or study) that detail *must* be clearly relevant to the point of your summary. If the reason for including the detail is not obvious then you must make the reason clear to your reader.

ref References must be parenthetical. Do not use references as nouns.
References should not need to be read aloud for sentences to make sense. For example

As [1] says . . .	WRONG!	*As (Jones, 1993) says . . .*	WRONG!
As Dillon [1] says . . .	BETTER	*As Jones (1993) says . . .*	BETTER
In the previous reading [1] . . .	BETTER	*In the previous reading, Jones (1993) . . .*	BETTER
It has been shown that . . . [1].	BETTER	*It has been shown that . . . (Jones,1993).*	BETTER

symbol Use the appropriate symbol (examples follow)
minus is – not - (hyphen)
multiplication is × not lowercase X

stet Do not change
ignore other editorial mark

than? Comparisons must be complete
e.g., do not write 'X is better' without making it clear *what* X is better than

W/C Please consult with the Writing Centre for help

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continues. . .

Editorial and Proofreading Notation (cont.)

Close gap
remove unnecessary horizontal space

~~*in order* to~~
in order to

Delete the text that has been struck out

Insert (examples follow)

insert apostrophe

insert dash

insert comma

insert hyphen

insert blank

insert full stop (period)

¶ Start paragraph here

×¶ Paragraph should not start here
Remove break

Check your spelling
Examples of common spelling mistakes are on page 1

8< Trim (avoid excessive words — be neither pleonastic nor abstruse)

/g Make this change globally, i.e., throughout your document, not just at this one place

!! Indicates a particularly important or worthwhile part of your essay

a Change underlined letter to capital (uppercase)
e.g., internet (should be Internet) and www (should be WWW)

lc Change indicated letter to lowercase (uncapitalised) form

Move the circled character to the location indicated

second first exchange position of words or letters indicated

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