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

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$\underline{n}$*?* 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 —) – (en dash) is for ranges of numbers
or vice versa — (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	Delete the text that has been struck out
^	Insert (examples follow)
	, ^ insert apostrophe
	␣ ^ insert blank
	^ , insert comma
	— ^ insert dash
	- ^ insert hyphen
	Move the circled character to the location indicated
¶	Start paragraph here
×¶	Paragraph should not start here Remove break
	Check your spelling

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