

Typographic Marks

^	insert	⌵	insert space
⊙	insert period	ʼ	insert apostrophe
→	indent	^	insert comma
¶	new paragraph here	¶	no new paragraph
=	use uppercase letter	/	use lowercase letter
—	delete	⊂	close gap
↔	transpose	—	insert hyphen
hyph	use hyphen not dash	┌	insert dash
stet	do not change ignore other editorial mark	⊙→	move circled character

Common Notes

collog.	avoid contractions & jargon in formal writing
cont.	avoid contractions in formal writing
gramm.	grammatical problem eg. tenses do not agree
N/S	not a sentence
m/u	meaning unclear
⊙	check your spelling
proof?	factual claims must be justified by evidence or citations to works that include evidence
W/C	please consult the Writing Centre for help

Common Abbreviations

ē	with
eg.	for example
i.e.	that is
et al.	and others
viz.	namely
etc.	and so on
&c	etc.
ambig.	ambiguity should be resolved
cite?	the full bibliographic record must be included

## Less Common (but important) Notes

rel? Why is this passage 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!

In the previous reading [1]...      BETTER

Dillon [1] wrote ...      BETTER

It has been shown that... [1].      BETTER

def? Key terms should be defined ~~before~~ earlier

In a summary, the ~~the~~ key terms should be explained not merely referred to

dang. Avoid dangling referents such as they in the sentence 'They found...'

## Common Problems Noted in CSCI 6606 Term Papers

Notation	Meaning
<i>expand</i>	expand acronyms at first use
<i>p.#?</i>	missing page number page numbers are required for quotations remember that copying illustrations is the same as quoting
<i>Q</i>	clarification needed
mispelled words	e-mail (not email) et al. (note punctuation) Internet (capitalize proper nouns) Web and Web-based (capitalize proper nouns), <i>but</i> webpage, webserver, and website
<i>proposed sol<sup>n</sup>?</i>	See <i>Principles for Term Paper Grading</i>
<i>lacking necc. foundation</i>	See <i>Principles for Term Paper Grading</i>
<i>unaware of existing research</i>	See <i>Principles for Term Paper Grading</i>
<i>inappropriate terminology</i>	user friendly