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 (<i>not</i> email) et al. (note punctuation) Internet (capitalize proper nouns) lifecycle <i>or</i> life-cycle (<i>not</i> life cycle) naïve (note the diaeresis) Unix (not UNIX, because it is not an acronym) Web and Web-based (capitalize proper nouns), <i>but</i> webpage, webserver and website
meaningless words (with improvements)	period of time \rightarrow period <i>or</i> time in order to \rightarrow to interval of time period \rightarrow interval <i>or</i> time interval actually (when used solely for emphasis) \rightarrow <i>omit</i> really (when meaning very)
imprecise language	<pre>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</pre>
colloquialisms	a lot, lots of \rightarrow much <i>or</i> many plenty of \rightarrow much way better \rightarrow much better has gone way high questions run through the mind access (<i>as a verb</i>) \rightarrow <i>perhaps</i> use <i>or</i> gain access to
inappropriate terminology	user friendly

*Version: 21 May 2013

holly:~jamie/Documents/Teaching/General/Editing & Proofreading/Notation/Source/AdditionalNotationNotes,2013-05-21.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 <i>'They found'</i> and <i>'This means'</i> (Who are 'they'? This <i>what</i> ?)				
def <u>"</u> ?	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 <i>except</i> 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 numbersor 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 numberPage 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 <i>must</i> 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 must be parenthetical. Do not use references as nouns.References should not need to be read aloud for sentences to make sense. For exampleAs [1] saysWRONG!As [1] saysBETTERAs Dillon [1] saysBETTERIn the previous reading [1]BETTERIn the previous reading [1]BETTERIt has been shown that [1].BETTERIt has been shown that [1].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 <i>what</i> X is better than				
W/C	Please consult with the Writing Centre for helpVersion: 21 May 2013continues				

Editorial and Proofreading Notation (cont.)

С	Close gap remove unnecessary horizontal space				
in order to in order to }	Delete the text that has been struck out				
$\begin{pmatrix} \\ \\ \\ \end{pmatrix}$	Insert (examples follow)				
	^ insert apostrophe	^	insert dash		
	<pre>^ insert comma</pre>	- ^	insert hyphen		
	insert blank	⊙ ∧	insert full stop (period)		
I	Start paragraph here				
\mathbb{P}_{\times}	Paragraph should not start here Remove break				
Þ	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				
<u>a</u>	Change underlined letter to capital (uppercase) e.g., <u>i</u> nternet (should be Internet) and <u>www</u> (should be WWW)				
lc	Change indicated letter to lowercase (uncapitalised) form				
Q,	Move the circled character to the location indicated				
second	exchange position of words or letters indicated				

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