

## Editorial and Proofreading Notation

<i>ambig.</i>	Ambiguity should be resolved																	
<i>cite</i>	The full bibliographic record must be included																	
<i>coloq.</i>	Avoid colloquialisms and jargon in formal writing																	
<i>cont.</i>	Avoid contractions in formal writing																	
<i>dang.</i>	Avoid dangling referents such as in the sentences ' <i>They found . . .</i> ' and ' <i>This means . . .</i> ' (Who are 'they'? This <i>what?</i> )																	
<i>def<sup>n</sup>?</i>	Key terms should be defined earlier In a summary the key terms should be explained not merely referred to.																	
<i>expand</i>	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.																	
<i>hyph</i>	Use hyphen (-) not dash (– or —) <i>or vice versa</i>	– (en dash) is for ranges of numbers — (em dash) is the usual dash																
<i>m/ü</i>	Your meaning is unclear — make it easier to understand																	
<i>N/S</i>	Not a sentence																	
<i>para</i>	Paragraphs must be clearly delineated by vertical space, indentation, or both																	
<i>proof?</i>	Factual claims must be justified by evidence or by citations to work that include evidence																	
<i>p.#?</i>	<i>missing page number</i>																	
	<ul style="list-style-type: none"> <li>• Page numbers are required for quotations.</li> <li>• Remember that copying illustrations is the same as quoting.</li> </ul>																	
<i>Q</i>	More detail is needed																	
<i>rel?</i>	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.																	
<i>ref</i>	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																	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><i>As [1] says . . .</i></td> <td style="width: 10%; text-align: center;">WRONG!</td> <td style="width: 40%;"><i>As (Jones, 1993) says . . .</i></td> <td style="width: 10%; text-align: center;">WRONG!</td> </tr> <tr> <td><i>As Dillon [1] says . . .</i></td> <td style="text-align: center;">BETTER</td> <td><i>As Jones (1993) says . . .</i></td> <td style="text-align: center;">BETTER</td> </tr> <tr> <td><i>In the previous reading [1] . . .</i></td> <td style="text-align: center;">BETTER</td> <td><i>In the previous reading, Jones (1993) . . .</i></td> <td style="text-align: center;">BETTER</td> </tr> <tr> <td><i>It has been shown that . . . [1].</i></td> <td style="text-align: center;">BETTER</td> <td><i>It has been shown that . . . (Jones,1993).</i></td> <td style="text-align: center;">BETTER</td> </tr> </table>	<i>As [1] says . . .</i>	WRONG!	<i>As (Jones, 1993) says . . .</i>	WRONG!	<i>As Dillon [1] says . . .</i>	BETTER	<i>As Jones (1993) says . . .</i>	BETTER	<i>In the previous reading [1] . . .</i>	BETTER	<i>In the previous reading, Jones (1993) . . .</i>	BETTER	<i>It has been shown that . . . [1].</i>	BETTER	<i>It has been shown that . . . (Jones,1993).</i>	BETTER	
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<i>symbol</i>	Use the appropriate symbol (examples follow) minus is – not - (hyphen)	multiplication is × not lowercase X																
<i>stet</i>	Do not change ignore other editorial mark																	
<i>than?</i>	Comparisons must be complete e.g., do not write 'X is better' without making it clear <i>what</i> X is better than																	
<i>W/C</i>	Please consult with the Writing Centre for help																	

## Editorial and Proofreading Notation (cont.)

○	Close gap remove unnecessary horizontal space
<i>in-order to</i>	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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