

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
<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>proposed solⁿ?</i> <i>lacking necc. foundation</i> <i>unaware of existing research</i>	See <i>Principles for Term Paper Grading</i>
Problem	Example
mispelled words	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 (<i>not</i> 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 → period <i>or</i> time in order to → to interval of time period → interval <i>or</i> time interval actually (when used solely for emphasis) → <i>omit</i> really (when meaning very)
imprecise language	mention (an incidental reference) . . . <i>when</i> noted, said, found, commented, etc. is what you mean
colloquialisms	a lot → much <i>or</i> many plenty of → much way better → much better has gone way high questions run through the mind access (<i>as a verb</i>)
inappropriate terminology	user friendly

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Annotation Stamps Used in PDF Documents*

Notation	Meaning
<i>ambig.</i>	ambiguity should be resolved
<i>cite</i>	the full bibliographic record must be included
<i>colloq.</i>	avoid colloquialisms and jargon in formal writing
<i>cont.</i>	avoid contractions in formal writing
<i>dang.</i>	avoid dangling referents
<i>def^m?</i>	key terms should be defined earlier
<i>expand</i>	expand acronyms and abbreviations at first use
<i>gramm.</i>	grammatical problem, e.g. tenses do not agree
<i>hyph</i>	use hyphen not dash (or vice versa)
<i>m/u</i>	meaning is unclear
<i>N/S</i>	not a sentence
¶	start paragraph here
<i>proof?</i>	factual claims must be justified
<i>p.#?</i>	missing page number (quotations must have page numbers)
Q	clarification is needed
<i>ref.</i>	references must be parenthetical
<i>rel.?</i>	why is this passage relevant
(sp.)	check your spelling
<i>than?</i>	comparisons must be complete
<i>w/c</i>	Please consult with the Writing Centre
x¶	no new paragraph here
○	close gap

Typographic Marks

^	insert	␣	insert space
⊙	insert period	’	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
stat	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/uc	meaning unclear
Ⓢp.	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

̄	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 ~~to~~ key terms should be explained not merely referred to

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