

ADDENDUM— A

Prepared 12/20/01

Please note the following of these when executing any written assignment.

Only one space between sentences (not lines!)

Avoid split infinitives. Example: To **"quickly"** respond — To respond **quickly**

No first person pronouns (I, my, we—editorial)

Maintain agreement between pronoun and antecedent. Example: Christianity — **it** (not they)

Maintain agreement between subject and verb

No contractions (**its** is possessive, and **it's** is a contraction)

Avoid prepositions at the end of a sentence

Avoid ending the paper with a quote

Avoid excessive use of the passive voice. Example: "The book was recommended by John's friend."

Instead, "John's friend recommended the book." Use the active voice when you want to emphasize the agent and use the passive when you want to emphasize the recipient of the action. Example: "Tom was elected president of his class."

Avoid excessive use of the verb "to be"—use action verbs. Example: "John is a good citizen." Instead, "John exemplifies good citizenship."

Avoid using the negative when possible— Example: "He did not tell the truth." Instead, "He lied."

Avoid choppy sentences

Make sure each new paragraph connects with the antecedent paragraph. Think of paragraphs needing to hold hands.

The first sentence of a new paragraph should: connect with the previous paragraph and contain only those ideas intended for the development of the new paragraph.

The last sentence of the paragraph should prepare the reader for what is to be presented in the next paragraph.

"However" does not come at the beginning of the sentence unless it is used in the following sense:

"However how he tried, he was not able. . ."

Be consistent. If you begin writing in a particular tense, maintain that tense throughout the essay.

Concerning quotations: don't use ellipsis (there is a space between each period in an ellipsis) unless it is not evident you have only quoted a portion of the sentence/text. (2) If you have punctuation directly before the quote, then the first word of the quote must be capitalized, otherwise it is not capitalized regardless of how it appears in the text from which you are quoting (Turabian 5.26).

When writing a paper make sure that the purpose and thesis are stated explicitly.

Make sure you have the correct form for the bibliography —check Turabian 6th ed..

Page numbers: first page the number appears bottom center—rest, top right hand corner.

Do not **right** justify the paper and margins should be 1 inch on all four sides, except on the first page and that margin should be 2 inches at the top.

Avoid attributing qualities that do not belong to the subject. Example: The book **divides** into four sections. A book does not divide.

Avoid mixing metaphors. It is confusing and distracting.

Concerns for a Critical Review

1. The word "Critique" often has a pejorative connotation, but when used here it simply means to interact in a thoughtful and discerning manner with the material/argument of another. It includes both negative and positive responses.
2. You are to critique the material and its presentation, not the subject itself. Further, you are not to write your commentary on the subject, nor explain why this subject matter is important. If you

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Transitions

Transitional expressions help to bridge the gap between two ideas. Without the transition you are asking too much of the reader, expecting her or him to determine the logical relationship between one group of sentences (one idea) and the next. With the transition you help the reader bridge this gap by telling him or her exactly what the logical relationship is between one idea and the following idea. The following is a partial list of transitional expressions, arranged by the function they perform. Remember that their function is to fill gaps, not to substitute for ideas. These expressions must be used thoughtfully and with discretion; they can help clarify logical relationships, but they cannot create them.

To add a thought or show sequence:

again, also, and then, besides, equally important, finally, first, further, furthermore, in addition, in the first place, in the same way, last, likewise, moreover, next, second, similarly, too

To make a qualification or contrast:

although, and yet, **but**, at the same time, despite, even so, even though, for all that, however, in contrast, in spite of, nevertheless, notwithstanding, on the contrary on the other hand, regardless, still, though, yet.

To give examples or intensify:

after all, an illustration of, clearly, for example, for instance, indeed, namely, specifically, that is, thus, to illustrate

To indicate time:

after a while, afterward, as long as, as soon as, at last, at length, at that time, before, earlier, formerly, immediately,

To introduce a conclusion or result:

accordingly, as a result, **because**, consequently, for this purpose, hence, in other words, otherwise, since, therefore, then, thus, to sum up, to this end

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Transitional Expressions*To link similar ideas*

again	for example	likewise
also	for instance	moreover
and	furthermore	of course
another	in addition	similarly
besides	in a like manner	too

To link ideas that are dissimilar or apparently contradictory

although	however	on the other hand
as if	in spite of	otherwise
but	instead	provided that
conversely	nevertheless	still
even if	on the contrary	yet

To indicate cause, purpose, or result

as	for	so
as a result	for this reason	then
because	hence	therefore
consequently	since	thus

To indicate time or position

above	before	here
across	beyond	meanwhile
afterward	eventually	next
around	finally	presently
at once	first	thereafter

Transitional expressions are not required in every sentence. A paragraph in which all the sentences are linked by means of such expressions sounds artificial. Direct references are needed more frequently and should be used whenever possible.

EXERCISE 10. Analyzing a Paragraph for Coherence. In the following paragraph, transitional expressions and direct references are italicized. Study these words and be prepared to explain what ideas each word or phrase connects and how it connects them. The lines are numbered for your convenience.

1. The American Wheelmen and other bicycle groups are
2. attempting to promote the bicycle as one solution to the

TRANSITIONS

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Common Linking Words and Phrases that Show Relationships Between Two or more Ideas.

Indicating Result

so that
with the result that
thus
consequently
hence
accordingly
for this reason
as a result
therefore

so
in order that

Indicating Purpose

in order to
so that
for the purpose of
with this in mind
with this in view
to + infinitive

Indicating Examples

for example
for instance
to illustrate

Indicating Emphasis

indeed
truly
of course
certainly
surely
in fact
really
in truth
above all

*Hence
Consequently*

Indicating Addition

and in addition
furthermore
moreover
besides
then
too
also
another

again
further
lastly
finally
not only...but also
both...and
as well as

Indicating Exclusion

neither... nor
all except
all but
not that
but not

Indicating Condition

if, whether

Indicating Similarity

similarly
likewise
in like fashion

Indicating Contrast

on the contrary
on the other hand
by way of contrast
contrastingly
notwithstanding

Contrariwise

but
however
nevertheless
in spite of
in contrast
still
yet

Indicating Details

specifically
especially
in particular
to, list
to enumerate
in detail
namely
including

Indicating Concession

although
at least
though
at any rate
still
even though

Self-Editing Checklist:

Writing Issues that Your Proofreader Should Not See Often

- “To be” verbs (*am, is, are, was, were, be, being, been*, etc.)—no more than **one** “to be” verb per paragraph
- “This” or “it” without a noun for identification—Ex: “*This* means that...” or “*It* is said...”
- “There is” or “There was” (or any variation of “there” + a “to be” verb)
- Rhetorical questions
- Exaggerations or generalizations (*must, all, most, every, always, some, each, many*, etc.)
- Clichés or jargon, such as “off the top of my head,” “on the other hand,” or “right off the bat”
- Misused verb tense:
 - Quoting sources—present tense
 - Discussing the project—past tense
 - Application—fluctuates tenses (present, past, and/or future)
- The % symbol—this symbol should **always** be spelled out—Ex: *95 percent*
- Contractions—Ex: *did not* (right) vs. *didn't* (wrong)
- Quotations that conclude or begin paragraphs—conclude and begin paragraphs with your own words
- Personification of your paper—Ex: “this paper *seeks*” or “this project will *demonstrate*”
- Paragraphs of less than three sentences

Highlighting code (your assigned proofreader will include comments for the first occurrence of these issues, indicating this code and the respective rules for each issue):

“to be” verbs—yellow

this and *it* (and any other vague referent)—teal

any issues with verb tense—green



NO will

evokes the idea
conveys the idea
(Antagonist)

* Please be advised that the proofreading coordinator will return your paper to you that you submitted for proofreading if there are multiple occurrences of the writing issues outlined on this list.