

Editing Symbols

Freshmen Engineering , Fall '02

awk

awkwardness in syntax, diction, and/or sentence structure—often the result of wordiness, faulty emphasis or parallelism, and/or lack of conciseness

mng

meaning unclear, often due to insufficient details

spec

be more specific; include all relevant details, explanations, examples

trans

insufficient or awkward transition—be especially careful about establishing clear connections/relationships among items in a paragraph or section

emph

emphasis problematic—check sequence of items in sentence and/or overall sentence structure; arrange all elements for clarity and impact

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or parallelism

awkward or faulty parallelism; items in a sentence have been structured as parallel, but the parallel is not grammatically or stylistically carried through

pn ant

error or lack of clarity in pronoun-antecedent agreement—be especially careful not to use indefinite demonstrative pronouns (this, that, they, their, it, its) in place of the nouns and/or details necessary to maintain clarity

vt

error or awkwardness in verb tense

frag

sentence fragment—remember, even a sentence that looks lengthy may be a “fragment”

w

wordy—check, especially, for unnecessary prepositional phrases and/or ineffective use of passive voice or “to be” verbs

wc


word choice—is this word the correct word? Is this word the best, most accurate word? Is wording appropriate for situation and audience?

sp

misspelled word

¶

new paragraph needed


delete this word, phrase, punctuation

[^]
something is missing, here

^{^,}
insert comma—be especially aware of comma use with coordinating conjunctions, after introductory elements/phrases, and around nonessential phrases

des

ineffective or incorrect format/document design

cit

missing citation/reference or problem with format of reference

x

obvious error—often an extra word or a missed word