

Form: follow journal guidelines

- F1. Follow journal guidelines.
- F2. Print on one side of the paper, only.
- F3. Double-space 1 cm between lines.
- F4. Make all margins >2.4 cm.
- F5. Use English font types. Avoid Chinese fonts.
- F6. Spelling or Typo!
- F7. Double-check spelling of citations, technical terms, and scientific names.
- F8. Do not right-justify your margins.
- F9. Use 12 pt. font.
- F10. Insert 2 spaces after each sentence-ending period.
- F11. Use 1 cm (5 spaces) to indent paragraphs.
- F12. Format references with a hanging indent.
- F13. Be consistent. Use consistent format.
- F14. Always insert a space between a number and its units (e.g. 10 g), except for % and °C.
- F15. Spell out all numbers <10.
- F16. Always *italicize* scientific names: genus and species.
- F17. Either "et al." or "et al." is used. Check journal style. "al." is always written with a period.

Content: make appropriate and complete













- C1. Meaning unclear.
- C2. Vague. Needs more detail. Explain.
- C3. Citation? Where did you get this information?
- C4. Who is your audience?

Style: be clear, concise, and organized

- S1. Run-on sentence (Shrunk & White pp. 5-7).
- S2. Sentence fragment.
- S3. Do not start sentences with: and, but, or.
- S4. Use past tense for unpublished work. Use present tense for published work (Day p. 207-209).
- S5. Don't use don't, can't, didn't, couldn't, or any other contraction.
- S6. 1-sentence paragraphs are illegal.
- S7. Redundant
- S8. Who are we? If you are the only author, use "I."
- S9. Do not use "etc."
- S10. Do not use "/" except to indicate division.
- S11. Put "however" in the middle of a sentence.
- S12. Place a comma after each item in a series (Shrunk & White p. 2).
- S13. Acronyms: avoid in titles and abstracts.
- S14. Acronyms & Abbreviations: define at first use in text and each table and figure.
- S15. Acronyms: always keep to a minimum. You probably do not need this one.
- S16. Always spell out acronyms, numbers, and abbreviations used to start sentences.
- S17. Use brand names only if the results vary with brand. Then you must also include city, state, and country (Day p. 37).
- S18. Double-check references & citations for accuracy.

Standard Proofreading Marks

Editing notation follows Day R.A. 1998. Table 10: Frequently used proofreaders marks. How to Write and Publish a Scientific Paper. 5th ed., Oryx Press. P. 135.

Symbol	Meaning	Use in text
	Something corrected or changed on this line of text.	Our pond ^{df} has fish. 
	Delete	Our pond has deed fish.
	Insert	Our pond has ^{many} fish.
	Insert space	Our pond has fish.
	join together (delete space)	Our po [^] nd has fish.
	Capitalize	^o ur pond has fish.
	remove capitalization; make lower case	Our pond has F ish.
	Switch order.	Our pond fish has
	Start new paragraph.	Our pond has fish.  There are many flowers in the garden. ...
	Put text into <i>italics</i>	Our pond has fish: <u>Macropodus opercularis</u> .