

Editing Symbols

numbers in () refer to sections in Heffernan and Lincoln, *WRITING: A College Handbook*

CL/ Clarity of Ideas

- org* organization not clear; rethink relationship among ideas
- log* faulty logic; fallacy or unsound argument (see 7. especially 7.3-4)
- uncl* unclear; the reader needs more help here to understand your meaning
- red* redundant; unnecessary repetition of ideas
- dub* dubious or unconvincing point: strengthen discussion; add evidence; or rethink ideas
- exp* expand; so what?: discuss the evidence; explain the idea more fully
- term* define this term; explain its role in your argument
- misread?* misreading? look at the evidence again

¶/ Paragraphs

- coh* paragraph lacks coherence; relationship among ideas and sentences not clear (8.2A, 8.3)
- trans* transition needed (wp: within paragraph, 8.2B; bp: between paragraphs, 8.6)
- dev* develop topic more fully; combine with other paragraphs; emphasize the main point (8.4)

W/ Words

- ww* wrong word: check denotation or usage of the word (9.3; see for reference 9.2)
- id* unidiomatic (for idiomatic preposition choice, see 9.9)
- wc* word choice too general or too specific (9.5); inappropriate connotation (9.4)
- col* avoid: colloquialisms and jargon (9.10A): inappropriate to audience, topic, or style
- avoid: clichés (9.8); pretentious words (9.10B); euphemisms (9.10C)
- cli* *pret* *euph*

S/ Sentence Style

- awk* awkward
- wdy* wordy (9.12)
- amb* ambiguous
- rep* awkward repetition of words
- passive voice (22.)
- split infinitive (12.12)
- weak construction
- pass* *si* *wk con*

G/ Grammar

- frag* sentence fragment (17.3; see also 17.2)
- CS* comma splice (13.6; see also 13.5, especially 13.5B)
- (//)* faulty parallelism (14.1-4)
- mix* mixed construction (11.7; see also faulty predication 11.8)
- mm* misplaced modifier (12.15; squinting modifier 12.16; misplaced restricter 12.17)
- dg* dangling modifier (12.18)
- pr ref* unclear pronoun reference (18.4)
- pr agr* pronoun and antecedent do not agree in number (18.6, 18.7, 18.8)
- pr shift* shift in pronoun reference (18.8) or in point of view (e.g. mixing "they" and "you")
- poss* error in form of the possessive (11.9; 31.10)
- sv agr* subject and verb do not agree in number (19.2-3, 19.5-6)
- vb* error in verb form; tense (21.5-6); mood and use of the subjunctive (23.)
- tense* *mood*

P/ Punctuation and Mechanics

- (,)* error in use of the comma (26; conj, 26.2; res, 26.6; ser, 26.8; bp, 26.13)
- (;)* *(:)* error in use of the semi-colon or colon (27)
- " "* *//* error in use of quotation marks (29; see especially 29.3 with summary and 29.6)
- error in capitalization (32.1), use of numbers (32.6), use of abbreviations (32.5)
- cap* *num* *ab*

Documentation and Format

- D/ cite* citation needed
- er* error in documentation or quotation (see "Documentation")
- F/ ms* error in format of manuscript (see "Format" or 5.7)
- title* error in form of title (see "Format" or 32.3)
- cite f.* error in format of citation (see "Format" or 35.)
- quote* error in format of quotation (see "Format"; or: prose, 29.4; verse, 29.5; brackets and ellipsis, 29.6)

Other

- | | | | | | |
|-----------|---------------|-------------------|--------------------|----------|-----------|
| spelling | obvious error | something omitted | transpose elements | delete | [1/15/91] |
| <i>sp</i> | <i>X</i> | <i>^</i> | <i>□</i> | <i>—</i> | |