Revision Guide

Symbol	*Suggested revision*
STYLE/STANCE	
ds	Avoid "dead" sentences, those with insufficient reason for being.
echo	Avoid unintentionally repeating a word or phrase you've just used.
gs	Do you want this gender-specific language? It might offend.
I	Stay in the background; avoid mentioning your paper; imply your outline.
sc	Use sentence-combining techniques to join closely related ideas.
v	Use strong verbs in the active voice.
v v	Work for variety in your diction, especially verbs.
w	Eliminate needless words.
w w	This isn't the word you want, is it?
[ ]	Consider dropping this word or phrase.
//	Express parallel ideas in parallel form.
~~~	Reword this unclear, inappropriate, or wordy passage.
ORGANIZATION	
tr	Add a transition to get from one idea or paragraph to the next.
¶	Make the paragraph the unit of composition.
CONTENT AND SUPPORT	
A	Attribute all borrowed words or ideas to their source.
S	Support this idea with *specific* illustration.
P	Avoid plot summary and paraphrase of literature; refer, don't retell
! X ?	Yes! / No / Huh?
MECHANICS	
mm	Keep related words together; move a misplaced element.
~	Find and correct the punctuation error.
ref	This pronoun (or adjective) has a confusing referent—or none.
id	Find and correct the error in idiomatic construction.
s s	Find and correct the error in sentence structure.
s v	Be sure your verbs agree with their subjects.
agr	Be sure your pronouns agree with their antecedents.
^	Is there a word missing here?
✓	You've violated a rule we've worked on in class. Shame.
#	Avoid shifting number, person, or tense.
___	Find and correct the error in spelling or diction.

The Gospel According to Strunk

1. Form the possessive singular of nouns by adding ***'s***.
2. In a series of three or more terms with a single conjunction, use a comma after each term except the last.
3. Enclose parenthetic expressions between commas.
4. Place a comma before a conjunction introducing an independent clause.
5. Do not join independent clauses by a comma.
6. Do not break sentences in two.
7. Use a colon after an independent clause to introduce a list of particulars, an appositive, an amplification, or an illustrative quotation.
8. Use a dash to set off an abrupt break or interruption and to announce a long appositive or summary.
9. The number of the subject determines the number of the verb.
10. Use the proper case of pronoun.
11. A participial phrase at the beginning of a sentence must refer to the grammatical subject.
12. Choose a suitable design and hold to it.
13. Make the paragraph the unit of composition.
14. Use the active voice.
15. Put statements in positive form.
16. Use definite, specific, concrete language.
17. Omit needless words.
18. Avoid a succession of loose sentences.
19. Express co-ordinate ideas in similar form.
20. Keep related words together.
21. In summaries, keep to one tense.
22. Place the emphatic words of a sentence at the end.

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