

## Appendix II

### Marking Symbols and Explanations

<i>Symbol</i>	<i>Explanation</i>
<b>agr</b>	= Subject-verb agreement is lacking in person and number.
<b>amb</b>	= A word or statement is ambiguous.
<b>awk (or K)</b>	= An awkward construction or statement needs rephrasing.
<b>cap (or uc)</b>	= Capitalization (upper case letter) is needed or not needed if preceded by “no” ( <b>no cap</b> ).
<b>cs (or cf)</b>	= A comma splice or comma fault error needs correcting.
<b>choppy</b>	= Sentences are too short and lack variety.
<b>c</b>	= Essential paragraph or sentence clarity is lacking.
<b>coh</b>	= The paragraph or entire document lacks necessary coherence.
<b>comp</b>	= A faulty, incomplete, or illogical comparison is used.
<b>crash</b>	= The manuscript is rejected because it contains an untenable number of mechanical errors.
<b>d</b>	= Weak or poor diction (word choice) is a problem.
<b>dang</b>	= The sentence has a dangling part, e.g., a participle or modifier.
<b>dead</b>	= A paragraph or an entire document is cluttered with words or expressions that add no significant content.
<b>dev</b>	= A lack of sufficient development (enough specifics, for example) is a problem.
<b>e.g.?</b>	= For clarity or sufficient evidence, an example should be provided.

<b>emph</b>	= Greater emphasis is needed.
<b>enhance</b>	= Text enhancements such as graphics or headings are needed.
<b>faulty coord</b>	= Incommensurate sentence elements are linked together by a coordinating conjunction.
<b>FFD</b>	= The document fails to follow the assigned directions.
<b>frag</b>	= A sentence fragment is not justified in the marked context.
<b>fused</b>	= The marked sentence is a fused or run-on sentence.
<b>gr (or x)</b>	= The expression contains an obvious or glaring mechanical error.
<b>heading</b>	= A heading or subheading is needed.
<b>id</b>	= The statement contains an unidiomatic expression.
<b>illit</b>	= The marked expression is illiterate.
<b>ital</b>	= The indicated word or words should be italicized.
<b>lc</b>	= The indicated word or words should be in the lower case (use no capital letters).
<b>logic</b>	= The statement is illogical.
<b>ms</b>	= Some requirements of manuscript form are missing or are not maintained.
<b>NO!</b>	= The document is badly flawed in concept or execution and needs to be done again from scratch.
<b>om</b>	= A necessary word or punctuation mark has been omitted and needs to be inserted where indicated.
<b>org</b>	= The work is poorly or illogically organized.
<b>  sm</b>	= Parallelism is needed to make the marked elements grammatically commensurate.
<b>p</b>	= There is a problem with punctuation that should be obvious.
<b>¶</b>	= A new paragraph should begin at the inserted point (or paragraphs should be combined if “ <b>no ¶</b> ” is used).
<b>pro</b>	= The wrong pronoun case or form is used.
<b>q</b>	= Quotation marks are needed (or should be removed if “ <b>no q</b> ” is used).

<b>red</b>	= The marked word or phrase is redundant (in some unnecessary way repetitious).
<b>ref</b>	= The reference is unclear, ambiguous, or illogical.
<b>rep</b>	= The statement is unnecessarily repetitious or redundant.
<b>sow</b>	= The document, page, or long paragraph is a sea of words which needs to be broken up using headings and/or graphics.
<b>sp</b>	= The marked word is misspelled.
<b>ss</b>	= The basic sentence sense is lost, usually as a result of a breakdown in logic, coherence, and/or grammar.
<b>sub</b>	= The indicated phrase or clause should be made subordinate to the main clause of the sentence.
<b>t</b>	= The tense of the designated verb is wrong or questionable because it is not consistent with the tense used elsewhere in the document or passage.
<b>tgo</b>	= The statement is too obvious or simplistic, revealing a "terrifying grasp of the obvious."
<b>tone</b>	= The tone is inappropriate for the context.
<b>tr</b>	= Some sort transition or a better transition is needed to make a pair of sentences or an entire paragraph coherent.
<b>u</b>	= The indicated paragraph lacks unity.
<b>var</b>	= Variety is needed in expression or sentence structure.
<b>vb</b>	= The form of the indicated verb is faulty.
<b>w</b>	= The marked passage is too wordy.
<b>wc</b>	= A better choice of word is needed.
<b>wf</b>	= The marked word has an improper form (for example, the word appears as an adverb when the context requires an adjective).
<b>wk</b>	= The marked expression is weak, making, for example, an unwarranted use of the passive voice.
<b>ww</b>	= The indicated word is wrong for its context.
<b>x (or gr)</b>	= The expression contains an obvious or glaring grammatical error.