

CITATIONS

According to Smith, "She is a good president" (Smith 2022: 222). (period goes at end)
When you quote something, but don't cite it, the period goes before double quote marks...
According to Smith, "She is a good president." (Capitalize if it's a complete sentence)
Smith explained to us why he says **that** "**she** is a good president." (lower case with "that")
Refer to books by italicizing their *Titles*. Refer to "Articles" using double quotes.
If the quote is more than three sentences long, indent it 20 spaces on either side.

LANGUAGE TIPS

Try not to refer to people as "that." I saw the professor **who** teaches philosophy in the library.

However, "The professor in the library was wearing a coat **that** looked too big for him."

Avoid writing: "On page 6, it says"... Books can't talk! Even the author doesn't **say** anything.

Better to write, "The author: remarks, notes, observes, conveys, mentions, suggests, describes, affirms, expresses, writes, considers, views as, perceives, believes, claims, argues, points out..."

Numbers as adjectives: 24-hour news cycle; 16-year old girl

Instead of "all not", use "not all" "Not all cows are females."

Instead of "the people's want," use "what the people want" since want is not a noun.

American English usually uses a serial (or extra) comma: "a, **b**, and c" or "a, **b**, or c"

Don't use "since" when you mean "as," "and" when you mean "while," or "whether" when you mean "if." "I am eating an apple and walking, while chatting on my cell phone."

Be very careful copying quotes (I recommend double-checking because we make mistakes).

Instead of "for the reasons of it," use "because (of) x..."

GRAMMAR TIPS

Remember to use complete sentences- (noun) (verb) (direct object) (prepositional phrase)

To make an *infinitive* (to x) negative, use "not to x", rather than "to not x"

Verb tenses

If/Since she agrees, they will go to the movies tonight. (present→future)

If she had agreed, they would have gone to the movies tonight (past perfect → conditional)

Since she agreed, they are going to the movies tonight. (simple past→future)

Ideas that remain current use present tense, but actions that have happened use past tense.

In *Critique of Pure Reason*, Immanuel Kant "argues" both x and y, yet he is long dead.

Since his argument is still alive, we can use present tense. Kant is known "to have gone" for a walk at the same time every day. In this case, we are discussing an historic event.

Nouns

X and Y are... X or Y is...

When you use "our," then you must use "we" or "us," not "your" or "you."

When we use "we," it must be something that applies to everyone (the same goes for "one").

Use "their" to refer to something co-owned or owned by one who self-identifies as "they."

Both infinitives and gerunds are nouns.

They like **being** happy. They want their children **to be** happy. **Being** happy is their goal.

Use "whom" in place of objects. She's the one **whom** you know. I know **whom** you mean.

Whom is that cake for? To **whom** should we address our invitation?