Meeting Minutes: Writing Standards and Terminology Guidelines

Date: 2025-09-24

Core Principles of Effective Writing

The group identified four essential elements for high-quality writing:

- **Logical coherence**: Arguments and ideas must follow a clear, rational sequence.
- **Structural clarity**: Content should be organized with a defined introduction, body, and conclusion.
- **Lexical accuracy**: Word choice must adhere to discipline-specific conventions and formal standards.
- **Fluency**: Sentences should read smoothly without awkward phrasing or ambiguity.

Formatting Rules for Chinese–English Bilingual Writing

The following typographic and formatting guidelines were reviewed:

1. **Mixed Chinese–English text**:

   - No space is required between Chinese characters and English words.
   - Use full-width punctuation after Chinese characters.
   - Use half-width punctuation after English letters or numbers.

2. **Spacing with numbers**:

   - Insert a space between a number and its unit or symbol (e.g., 5 kg, 10 %, 5 ℃).
   - Exception: No space in ratios using colons (e.g., 5:3).

3. **Font selection**:

   - Titles: Use sans-serif fonts (e.g., Arial, Helvetica).
   - Body text: Use serif fonts (e.g., Times New Roman, Georgia).

4. **Abbreviations**:

   - "vs." is the abbreviated form of "versus".
   - The period must be retained to indicate abbreviation.

5. **Gene and protein nomenclature**:

   - **Genes**: Italicized.
     - Human genes: All uppercase (e.g., *TP53*).
     - Non-human genes: First letter uppercase (e.g., *Trp53*).
   - **Proteins**: Roman (non-italic) type.
     - Human proteins: All uppercase (e.g., TP53).
     - Non-human proteins: First letter uppercase (e.g., Trp53).

6. **Parentheses spacing in English**:

- Include a space before and after parentheses (e.g., This is an example (see Fig. 1)).
- No space inside parentheses adjacent to text.

7. **Numerical presentation**:

- In tables: Right-align numeric values.
- In body text: Spell out numbers from zero to ten (e.g., "three samples," not "3 samples").

8. **Dash usage**:

- **Hyphen (-)**: No surrounding spaces; used in compound words (e.g., high-quality).
- **En dash (–)**: Used for ranges (e.g., pages 10–15).
- **Em dash (—)**: Indicates a break in thought; no spaces in English.

Terminology Search Methods

Three primary approaches for terminology lookup were discussed:

- **Exact match search**: Retrieves terms matching the query precisely.
- **Fuzzy search**: Finds terms with similar spelling or rules.
- **Conditional search**: Applies filters (e.g., domain, language, part of speech) to refine results.

Definitions: Accuracy vs. Precision

- **Accuracy**: Reflects how close a measured value is to the true or accepted value.
- **Precision**: Indicates the consistency or reproducibility of repeated measurements.