Writing Checklist

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- Avoid Low Information Content phrases

  - ☐ "in order to" simplified to "to"
  - ☐ ...

- LaTeX points

  - ☐ Only tex file (and possibly pdf files, or image files) are under version control.
  - ☐ Opening and closing "quotes" are used (``quotes'')
  - ☐ Periods that do not end sentences are followed by only one space: ``I like Dr.\ Smith.'', or for no linebreaks: ``I like Dr.~Smith.''
  - ☐ Long names in math mode use either mathit or text, or equivalent: $coeff$ ($coeff$) versus coeff (coeff) versus coeff (coeff).
  - ☐ For CAS 741 the instructor would like to be able to add comments to your tex files. Please be sure to include the Comments.tex file in your repo and in your tex files.
  - ☐ Text should be 80 characters wide.

- Structure

  - ☐ There is always some text between section headings
  - ☐ There aren't instances of only one subsection within a section

- Spelling, Grammar and attention to detail

- ☐ Each punctuation symbol (period, comma, semicolon, question mark, exclamation point) has no space before it.

- ☐ Opening parentheses (brackets) have a space before, closing parentheses have a space after the symbol.

- ☐ Parentheses (brackets) occur in pairs, one opening and one closing

- ☐ All sentences begin with a capital letter.

- ☐ Document is spell checked!

- ☐ Grammar has been checked.

- ☐ Symbols used outside of a formula should be formatted the same way as they are in the equation. For instance, when listing the variables in an equation, you should still use math mode for the symbols.

- ☐ Include a .gitignore file in your repo so that generated files are ignored by git

- Writing style

  - ☐ Avoid sentences that start with "It."