

Writing Checklist

Spencer Smith

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- Avoid Low Information Content phrases
 - ☐ “in order to” simplified to “to”
 - ☐ ...
- L^AT_EX 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 `matit` or `text`, or equivalent:
`coeff` (`$coeff$`) versus `coeff` (`coeff`) versus `coeff` (`coeff`).
- 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.
- Writing style
 - ☐ Avoid sentences that start with “It.”