

# Contents

Acknowledgements	iv
About the author	iv
About this book	viii
What is science?	1
<b>Substantive editing</b>	<b>1</b>
Steps involved	3
Why is substantive editing important?	5
Communicating with the author	6
The editorial Gestalt	6
A systematic approach to editing—reaching the Gestalt	7
<b>Common errors</b>	<b>11</b>
Danglers	11
Filler words and phrases	13
Hesitancies	15
Misapplied modifiers	15
Shortcuts (or “everyone knows what I mean”)	17
Stacked nouns and adjectives	18
Bonus ambiguities for your amusement	20
<b>Errors of substance or sequence</b>	<b>22</b>
Missing information	22
Misplaced methods	22
Unsupported statements	22
Unsupported findings in Abstract	23
Contradictory data	23
Incorrect calculations	23
Irrelevant information	23
Unaddressed aims	23
Lack of agreement between literature citations and references	24
Incorrect page numbers in references	24
Issue numbers in references	24
Lack of agreement between figures or tables and text	25
<b>Errors of reasoning</b>	<b>26</b>
Anonymous authority	26
Appeal to popularity	26
False or implicit assumptions	26

## Subtleties of Scientific Style

<i>Non sequiturs</i>	27
Statistical clumping as evidence	28
Tautologies and pleonasm	28
Teleology and anthropomorphism	29
Times smaller?	30
<b>Improving expression</b>	<b>32</b>
Abbreviations	32
Active versus passive voice	33
Singular or plural?	34
Date order—avoid ambiguity	35
Exponents versus slashes	35
First-person science	36
Jargon	40
Manufacturer's details—include the country	41
Order of events	42
Parallel narratives	43
Plain English in science	46
Position of adverbs	47
Put subject and verb at the front of long sentences	50
Symbols	51
Yes, we have no inflections—a plea for commas	52
<b>Improving visual presentation</b>	<b>54</b>
Graphics in word processor files—don't!	54
Preparing graphics	54
Consistency in figures	56
Keys in figures	56
Zero point in graphs	57
<b>Tricky or misused terms</b>	<b>59</b>
Address	59
Analysis	59
And & or	59
And/or	60
Applied	60
Based on	60
Bimonthly, biweekly	62
cf.	62
Compared to	62

Compared with	62
Data—count noun or mass noun?	62
Due to	63
For	65
g and rpm	65
In order	66
Media	67
Methodology	67
Non and other prefixes	67
Numerals or words?	68
Observed	69
Parameter	70
Phenomena	70
Post and pre as adverbs	70
Respectively	71
Sacrificed	74
Sex and gender	74
Studies on/of	75
To be	75
Ton	76
Using	76
Watershed	79
While	79
With	80
<b>Errors in classical languages</b>	<b>82</b>
Erroneous Latin	83
Hellenolatinisms	84
<b>Appendix 1—Editing techniques</b>	<b>86</b>
<b>Appendix 2—Wordy phrases</b>	<b>88</b>
<b>Appendix 3—British or US spelling?</b>	<b>90</b>
<b>Appendix 4—Unicode values and non-displaying characters</b>	<b>91</b>
<b>Appendix 5—Character charts in logical groupings</b>	<b>93</b>
<b>Bibliography</b>	<b>95</b>
Books	95
Worldwide Web resources	96
Software	96
<b>Index</b>	<b>98</b>