

## General guidelines for writing in the Current Topics in Science course

### **Writing Style**

- Avoid use of colons in subheadings.
- Avoid sequential writing.
- Avoid slang.
- Avoid use of word 'you' when writing.
- Avoid first names when referring to the speaker; always use the speaker's title (Mr., Ms., Dr., etc.).
- Avoid abbreviations take the time to write out the complete word.
- Avoid use of the slash (/) when writing, when possible.
- Avoid contractions when writing.
- Avoid use of 'etc.' when writing – be specific.
- Capitalize proper nouns – only.
- Be consistent with capitalization in titles and subheadings.
- Do not start a sentence with 'however' or 'because'.
- Do not end sentences with prepositions: for, at, with, on, by, in...  
(see <http://grammar.ccc.commnet.edu/grammar/prepositions.htm>).
- Use the apostrophe appropriately – either for a contraction or to show possession  
(see <http://www.bartleby.com/141/strunk.html#1>).
- Use the hyphen (-) and the long dash (–) appropriately.
- Use symbols (°) and subscripts when appropriate.
- Use a spell checker.
- PowerPoint is one word with two capital 'P' letters.
- Write out numbers less than ten.
- Define acronyms before first use, for example: Vermont Public Radio (VPR).
- Put a zero (or an appropriate digit) in front of a decimal point.

### **Format**

- Cover page must follow the guidelines on the syllabus (see <http://kanat.jsc.vsc.edu/env2210/E2210syl.pdf>).
- Use the correct title for the presentation and for the class.
- Consider the effective use of white space in order to make the document easier to read.
- Use the required subheadings.
- Keep related ideas together (under the same subheading).
- Use paragraphs to keep related ideas together (see <http://www.bartleby.com/141/strunk5.html#9>).
- Use the power of Word to control pagination – see me if you need help with this technique.
- Limit the paper to two pages of text.
- Use ctrl-enter to force a new page (for example, at the start of a subheading).
- Use 1.5 line spacing.

**Note:** Submit all work as a .pdf file through Canvas (see <https://vsc.instructure.com/courses/7374>).