

## Proofread the following

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## Proper use of fonts

Headings in bold, as above.

Emphasise single words with *italic*.

May use teletype for programs.

Or use bold keywords and italic identifiers.

```
program Foo;  
  var x : Int;  
  begin  
    x := 0;  
    while x < 1000 do  
      x := x + 1;  
    end
```

## Capitalisation

Proper nouns begin with a capital.

Cross-references are proper nouns: Chapter 1, Section 1.2, Figure 3.

Begin a sentence with a word, not an identifier.

`fact` computes the factorial  
function.

Function `fact` computes factori-  
als.

## **Punctuation and spacing**

Use a comma for parenthetical phrases and conjunction, as described later.

Use a semi-colon to conjoin two distinct sentences; this rule requires little elaboration.

Use a colon to set off a list: think about the ordering of points in your list, separate the points with commas, and put the most important point last.

Use a period to end a sentence.

## Commas for conjunction

In a series of three or more terms with a conjunction, put a comma after each except the last.

The primary colours are red, yellow, and blue.

In a list of two short items, omit the comma.

My favourite colours are olive and mauve.

## Commas for parenthetical phrases

Commas should set off parenthetical phrases.

The best way to see a country, unless you are pressed for time, is to travel on foot.

It is a grave error to only use a comma at one end of a parenthetical phrase.

Marjorie's husband, Colonel Nelson paid us a visit yesterday

My brother you will be pleased to hear, is in perfect health.

## **More on commas**

After we had eaten our guest Bill Miller rose to speak.



## **Spelling**

Few things look worse than a spelling error.

There are some errors spell checkers will not catch.

## Grammar

When you have written a document, you should stick to one tense.

Subject and verb must agree in number.

The bittersweet flavour of youth – its trials, its joys, adventures and challenges – are not soon forgotten.

The bittersweet flavour of youth – its trials, its joys, its adventures, and its challenges – is not soon forgotten

## The royal *we*

It is fine to use *we* in the sense of “me and you, reader”.

Let us recall the definition of a goombah . . .

In Section 5, we learned about goombahs . . .

We can solve this problem by using goombahs . . .

It is wrong to use the royal *we*.

We believe that goombahs are the best thing since sliced bread . . .

We thank our wife for her help with the typing.

## **Referents: every pronoun refers to a noun**

Visiting dignitaries watched yesterday as ground was broken for the new high-energy physics laboratory with a blow-out safety wall. This is the first visible evidence of the university's plans for modernisation and expansion

Visiting dignitaries watched yesterday as ground was broken for the new high-energy physics laboratory, with a blow-out safety wall. The ceremony afforded the first visible evidence of the university's plans for modernisation and expansion

## **Referents: an opening phrase refers to the subject**

Young and inexperienced, the task  
seemed easy to me.

Young and  
inexperienced, I thought the task  
was easy.

Without a friend to counsel him,  
the temptation proved irresistible.

Without a friend to counsel him, he  
found the temptation irresistible.

## **Referents: an opening phrase refers to the subject**

Being in a dilapidated condition, I was able to buy the house very cheap.

Wondering irresolutely what to do next, the clock struck twelve.

As a mother of five, with another on the way, my ironing board is always up.

When fried, I love okra. [Can't stand the stuff when sober.]

## Restrictive clauses

A restrictive phrase is not parenthetical, while a non-restrictive phrase is parenthetical.

People sitting in the rear couldn't hear. (Restrictive)

Uncle Bert, sitting in the rear, couldn't hear. (Non-restrictive)

Use "that" for a restrictive phrase, and "which" for a non-restrictive phrase.

The lawn mower that is broken is in the garage. (Tells which one.)

The lawn mower, which is broken, is in the garage. (Add a fact about the only mower in question.)

## Some copy to rewrite

### *Attempt 1.*

Macbeth was very ambitious. This led him to wish to become king of Scotland. The witches told him that this wish of his would come true. The king of Scotland at this time was Duncan. Encouraged by his wife, Macbeth murdered Duncan. He was then able to succeed Duncan as king. (51 words)

### *Attempt 2.*

Encouraged by his wife, Macbeth achieved his ambition and realised the predictions of the witches by murdering Duncan and becoming King of Scotland in his place. (26 words)



## **Keep related words together**

He noticed a large stain in the rug that was right in the centre.

New York's first commercial sperm bank opened Friday with semen sample from 18 men frozen in a stainless steel tank.

He noticed a large stain that was right in the centre of the rug.

New York's first commercial sperm bank opened Friday when semen samples were taken from 18 men. The samples were then frozen and stored in a stainless steel tank.

## **Avoid ambiguity**

You can call your mother in London and tell her all about George's taking you out to dinner for just sixty cents.

There was a stir in the audience that suggested disapproval.

A proposal to amend the Sherman act, which has been variously judged

...

For just sixty cents, you can call your mother in London and tell her all about George's taking you out to dinner.

A stir that suggested disapproval swept the audience.

## **Word placement**

Only he hit him in the eye.

He only hit him in the eye.

He hit only him in the eye.

He hit him only in the eye.

He hit him in only the eye.

He hit him in the only eye.

He hit him in the eye only.

## Omit needless words

the question as to whether

whether

the reason why is that

because

owing to the fact that

since (because)

in spite of the fact that

though (although)

the fact that he had not succeeded

his failure

## **Lamport's example (1)**

In this section, we describe some of the highlights of the research area. We discuss some of the most significant, elegant, and useful algorithms, and some corresponding lower bound results.

In this section, we discuss some of the most significant algorithms and lower bound results.

## Lamport's example (2)

Since the literature in the area is vast and varied, we have found the selection and organisation of these results to be a formidable task. We have chosen to simplify our task by restricting our attention to four major categories of results: shared memory algorithms, distributed consensus algorithms, distributed network algorithms and concurrency control.

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## **Lampport's example (3)**

Each of these categories has a very rich research literature of its own, and we think that together they provide a representative picture of work in the area. Still, our description is incomplete, since we neglect many interesting topics.

Although we are neglecting many interesting topics, these four areas provide a representative picture of distributed computing.

## **Express related ideas in related ways**

the French, the Italians, Spanish,  
and Portuguese

My objections are, first, the injustice of the measure; second, that it is unconstitutional

Formerly, science was taught by the textbook method, while now the laboratory method is employed.

the French, the Italians, the Spanish, and the Portuguese

My objections are, first, that the measure is unjust; second, that it is unconstitutional

Formerly, science was taught by the textbook method; now it is taught by the laboratory method.



## Emphasis

The word *very* is especially overused; never use it unless the word *damn* would work as well.

Place the emphatic words of a sentence at the end.

Humanity has hardly advanced in fortitude since that time, though it has advanced in many other ways.

Since that time, humanity has advanced in many ways, but it has hardly advanced in fortitude.

## Use concrete images

A period of unfavourable weather set in.

It rained every day for a week.

From Herbert Spencer, *Philosophy of Style*.

In proportion as the manners, customs, and amusements of a nation are cruel and barbarous, the regulations of its penal code will be severe.

In proportion as men delight in battles, bullfights, and combats of gladiators, will they punish by hanging, burning, and the rack.

## Use concrete images

From George Orwell, *Politics and the English Language*.

Objective considerations of contemporary phenomena compels the conclusion that success or failure in competitive activities exhibits no tendency to be commensurate with innate capacity, but that a considerable element of the unpredictable must invariably be taken into account.

I returned and saw under the sun, that the race is not to the swift, nor the battle to the strong, neither yet bread to the wise, nor yet riches to men of understanding, nor yet favour to men of skill; but time and chance happeneth to them all.

## **Study the masters**

From Strunk and White, *The Elements of Style*.

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should contain no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short or that he avoid all detail and treat his subjects in outline, but that every word tell.

# PLAGIARISM

Stanford Observer  
Nov-Dec 1990

KING	TILLICH
<p>The third ontological polarity which Tillich discusses is that of freedom and destiny. Here the description of the basic ontological structure and its elements reaches both its fulfilment and its turning point. Ordinarily one thinks of necessity as the correlate of freedom. However, necessity is a category and not an element. Its contrast is possibility, not freedom. [King, "Comparison of Conceptions," p. 77]</p>	<p>The third ontological polarity is that of freedom and destiny, in which the description of the basic ontological structure and its elements reaches both its fulfilment and its turning point. . . . Ordinarily one speaks of freedom and necessity. However, necessity is a category and not an element. Its contrast is possibility, not freedom. [Tillich, <i>Systematic Theology</i>, vol. 1, p. 182]</p>

In his dissertation on conceptions of God, King clearly indicated that he was writing about the ideas of philosopher Paul Tillich, but he used Tillich's words without explicit attribution *Dissertation written in 1955*