

Revision Guide

Symbol Suggested revision

Style / Stance

<i>ds</i>	Avoid “dead” sentences, those with insufficient reason for being.
<i>echo</i>	Avoid repeating a word or phrase you’ve just used.
<i>gs</i>	Do you want this gender-specific language? It might offend some.
<i>I</i>	Stay in the background; avoid mentioning your paper; imply your outline.
<i>SC</i>	Use sentence-combining techniques to join closely related ideas.
<i>V</i>	Use strong verbs in the active voice.
<i>VV</i>	Work for variety in your diction, especially verbs.
<i>W</i>	Eliminate needless words.
<i>WW</i>	This isn’t the word you want, is it?
<i>[]</i>	Consider dropping this word or phrase.
<i>//</i>	Express parallel ideas in parallel form.
<i>~~~</i>	Reword this unclear, inappropriate, or wordy passage.

Organization

<i>tr</i>	Add a transition to get from one idea or paragraph to the next.
<i>//</i>	Make the paragraph the unit of composition.

Support

<i>A</i>	Attribute all borrowed words or ideas to their source.
<i>S</i>	Support this idea with specific illustration.

Mechanics

<i>mm</i>	Keep related words together; move a misplaced element.
<i>p</i>	Find and correct the punctuation error.
<i>ref</i>	This pronoun (or adjective or article) has a confusing referent—or none at all.
<i>id</i>	Find and correct the error in idiomatic construction.
<i>SS</i>	Find and correct the error in sentence structure.
<i>SV</i>	Be sure your verbs agree with their subjects.
<i>agr</i>	Be sure your pronouns agree with their antecedents.
<i>X</i>	Is there a word missing here?
<i>!</i>	You’ve violated a rule we’ve worked on in class. Shame.
<i>#</i>	Avoid shifting number, person, or tense.
<i>—</i>	Find and correct the error in spelling or diction.