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Romance Languages and Literatures
Last revision 11/11

List of editing macros

[S-A] = [Shift]+[Alt] held down while typing following character

Awkward phrasing or syntax [S-A] A

> **Comment [SG1]:** Awkward phrasing or syntax.

Too many forms of "to be" [S-A] B

> **Comment [SG2]:** Too many forms of "to be" here. Rephrase with "active" verbs.

Contractions [S-A] C

> **Comment [SG3]:** Formal English uses no contractions.

Wrong word [S-A] D

> **Comment [SG4]:** Wrong word. Look it up.

Paragraph ended with quotation [S-A] E

> **Comment [SG5]:** Do not end paragraphs with quotes. Instead, end with your own analysis of the quoted material, so as to ensure its integration into your argument, and to prevent the quote from usurping your own voice.

Full title missing on first citation. [S-A] F

> **Comment [SG6]:** Give full title on first citation.

"However" misused as conjunction [S-A] H

> **Comment [SG7]:** "However" is not a conjunction, so this is a run-on sentence.

"Impact" as a verb [S-A] I

> **Comment [SG8]:** "Impact" is a verb only in commercial (and similarly barbarous) forms of English.

Missing title [S-A] M

> **Comment [SG9]:** You need a title.

Note placement at end of sentence [S-A] N

> **Comment [SG10]:** Place all notes and other references at the ends of their sentences. In the caso of multiple notes in the same sentence, combine them into one.

Passive voice [S-A] P

> **Comment [SG11]:** Eliminate the passive voice.

Floating quotation [S-A] Q

> **Comment [SG12]:** Always attach a quote to a sentence of your own.

Reference needed [S-A] R

> **Comment [SG13]:** Needs a reference.

See stylistic advice sheets S

> **Comment [SG14]:** See my stylistic advice sheets about this.

Titles cited incorrectly formatted [S-A] T

> **Comment [SG15]:** Italicize or underline titles of works published with their own book covers. Use quotation marks for all others.

Which/that confusion [S-A] W

> **Comment [SG16]:** Learn and respect the difference between "which" and "that."

Available keys: G, J, K, L, O, U, V, X, Y, Z

Avoid the dash in formal writing, since it does not adequately specify the logical or grammatical relationship between the things it separates. Use parentheses, colons, or other punctuation instead.

Avoid this word, unless you really are describing an action that can be done in a hopeful manner, and you have a clear agent who is hopeful.