

General Comments on Literature Reviews (New Stuff)

1. Apostrophe rules that are consistently broken despite my warning:
 - a. As a Conjunction:
 - i. it's = short for "it is" (as in, "Hey Joe, it's a sunny day.")
 - ii. its = shows ownership (as in, "The tree lost its leaves.")
 - b. As Ownership vs. Plural:
 - i. firm's = something belongs to one firm (as in, "The firm's employees are hardworking.")
 - ii. firms' = thing or things belonging to multiple firms (as in, "The firms' employees all met at the conference.")
 - iii. firms = plain old plural (as in, "The firms are all located in L.A.")
2. Other problems that make me want to shake you because Word's grammar check catches them:
 - a. There / their / they're
 - b. To / too / two
 - c. Incomplete sentences
3. There are lots of missing, extra and misplaced commas. Proofread your papers by reading aloud.
4. When talking about past research, **do not use the past tense**. It is tempting to say that "The authors addressed the question..." and "The study *found* that...", but you should speak of their work as if it is an on-going project ("The authors address the question..." and "The study finds that...").
5. There are lots of problems with the way people are citing papers in the text.

WRONG: (Chen, 2008) finds that ... → RIGHT: Chen (2008) finds that...
WRONG: ... results are verified. (Chen, 2008) → RIGHT: ... results are verified (Chen, 2008).
6. Anything cited in the text of your paper needs to appear as a separate entry in your References list. Likewise, anything in your References list must be referred to in the text of your paper.

READ THE NEXT THREE COMMENTS CAREFULLY:

7. If I correct something in one of your assignments and that error is still present in the next draft, your grade will suffer. Please incorporate all changes.
8. If I raise a question/point in one of your assignments and you do not attempt to address it, your grade will suffer. Please do not just delete the sentence or ignore my question/point. Come and ask me for clarification if necessary.
9. On future assignments, if I find spelling mistakes and/or simple grammatical errors, I will quit reading and give you a 1/10 on the entire assignment. My time is valuable. It is insulting to read something with errors that a junior high school student would catch. More importantly, these errors detract substantially from my ability to focus on the *content* of your project.
 - a. To turn on automatic spell/grammar checking click on the Microsoft Office button on the top left, Word Options, Proofing, and then choose Check spelling errors as you type and Mark grammar errors as you type.
 - b. Note that some words are not recognized by the spell checker and some perfectly acceptable sentences will set off the grammar checker. You can leave these as they are, but please make sure the true spelling and grammar errors get fixed before you print your assignments.