

SYMBOLS FOR REVISION

When commenting on your essays, your instructor may use some of the following marks:

✓	Good point; well expressed
/	Delete this expression
()	Close up space
#	Insert a space
^	Omission
~	Transpose (reverse the order of two elements)
X	Obvious error
¶	Paragraph break needed here, pp. 91-93
¶ con	Paragraph continuity lacking, pp. 111-115
¶ dev	Paragraph development lacking, pp. 101-110
¶ unity	Paragraph needs more unity, pp. 97-100
	Parallel construction faulty or missing, pp. 253-257
'	Apostrophe, p. 289
[]	Brackets, pp. 287-288
:	Colon, pp. 283-284
,	Comma, pp. 271-281
-	Dash, pp. 285-286
...	Ellipses, p. 288
!	Exclamation point, p. 271
=	Hyphen, pp. 290-294
(/)	Parentheses, pp. 286-287
.	Period, pp. 269-270
?	Question mark, pp. 270-271
" "	Quotation marks, pp. 295-302
;	Semicolon, pp. 282-283
Ab	Faulty abbreviation, pp. 312-315
Abst	Too abstract, pp. 183-185
Agr	Faulty subject-verb agreement, pp. 241-244
Amb	Ambiguous expression, pp. 246-251
Awk	Awkward expression
Bibl	Faulty bibliography form, pp. 356-358
Ca	Wrong pronoun case, pp. 214-215
Cap	Capital letter required, pp. 304-310
CF	Comma fault, pp. 271-281
Chop	Choppy sentences, pp. 107-108, 158-162
Circ	Circumlocution, pp. 154-155
Cl	Cliché, pp. 180-181
Coh	Coherence lacking
Colloq	Colloquial expression, pp. 192-193

Comp	Faulty comparison, pp. 257-260
CS	Comma splice, pp. 272-273
D	Inappropriate diction, pp. 164-165
Div	Faulty word division (hyphenation), pp. 290-294
DM	Dangling modifier, p. 251
Emph	Weak or questionable sentence emphasis, pp. 126-157
Euph	Euphemism, p. 183
Ev	Evidence missing or questionable, pp. 42-49
Exagg	Exaggeration, pp. 40-41, 51-53, 156
Fig	Inappropriate use of figurative language, pp. 185-189
Fn	Faulty footnote form, pp. 345-355
Frag	Sentence fragment, pp. 237-238
FS	Fused sentence, pp. 272-273
Gr	Error in grammar, pp. 198-233
H	Consult a specified chapter or page of this <i>Handbook</i>
Ital	Underline (to indicate italic type), pp. 310-312
Jarg	Jargon, pp. 181-183
lc	Do not capitalize (leave in lower case), pp. 304-310
Log	Faulty logic, pp. 32-41
MC	Mixed construction, p. 239
MM	Misrelated modifier, pp. 249-251
Ms	Faulty manuscript form, pp. 85-87
No ¶	Do not begin a new paragraph here, pp. 91-93
Not =	Elements not comparable or equivalent, pp. 239-240, 258
Num	Wrong form for number, pp. 315-317
Org	Faulty organization, pp. 67-71
P	Faulty punctuation, pp. 268-303
Pass	Inappropriate use of passive voice, pp. 134-136
Pl	Plural form needed, pp. 175-177
Poss	Incorrect formation of possessive case, pp. 177-179
Pred	Faulty predication, pp. 239-240
Q	Misquotation or faulty quotation form, pp. 48-49, 295-302
Ref	Faulty pronoun reference, pp. 246-248
Rep	Unnecessary repetition (redundancy), pp. 154-155
Rom	Remove the underlining (restore to roman type), pp. 310-312
Run-on	Run-on sentence, pp. 272-273
Sing	Singular form needed, pp. 175-177
Sp	Misspelling, pp. 171-179
Sub	Missing or faulty subordination, pp. 141-146
T	Wrong tense, pp. 206-209, 261-265
Tone	Inappropriate tone, pp. 5-6, 51-53, 191-195
Trans	Ineffective transition, pp. 95-96, 111-115
Yb	Wrong verb form, pp. 203-212, 261-265
Wdy	Wordy, pp. 153-157