

Tip #14 Mechanics

Mechanics refers to the technical aspects of writing: punctuation, spelling, and a few others.

Hyphen [-] – General

Rule: Even though a hyphen [-] is commonly associate with separating parts of words at the end of a line of text (suggest turning off the hyphenation function in your word processing software), most times nowadays a hyphen is used for joining words.

main word is capitalized

pre-Columbian civilization
post-Copernican astronomy
sub-Saharan Africa

when NOT using hyphen changes meaning

Re-cover the flask after adding the reagent.
He recovered quickly from the operation.

Do not use hyphen after **-ly** in compound adjectives

the widely applauded plan for conservation
the clearly described new process

Use hyphen for modifiers (形容詞) with number values and units

a 5-gm dose of medicine
a 20-km radius
a 10-woman team
a 55-year-old professor

Use hyphens when spelling out fractions

one-third of the population

Use hyphens when spelling out

1. cardinal numbers [基数] and

eighty-five samples

2. ordinal numbers [序数] from 22 through 99

the Sixty-Sixth Congress

Others

ex- *ex-husband*
quasi- *quasi-stellar object*
self- *self-inflicted wound*

* Always consult a collegiate or unabridged dictionary to verify the nuances of words before using them in your final draft.

Source: partially adapted from *Scientific Style and Format—The CSE Manual for Authors, Editors, and Publishers*, 7th ed. 2006, pp. 61-63; pp.74-75.

Hyphen [-] & Compound Adjectives

Compound adjectives [複合形容詞] are formed when two or more adjectives work together to describe or modify the same noun: past participle (-ed, -n, others 過去分詞) or present participle (-ing 現在分詞). These terms should be hyphenated to avoid confusion or ambiguity.

seizure-inducing drugs
all-encompassing strategy
well-known physicist
ill-advised procedure

well-established rule

1. ORIGINAL

The black and purple spot suggested that the reaction had become

1. REVISED: 3 WORDS = SINGLE ADJECTIVE

The black-and-purple spot suggested that the reaction had become contaminated.

2. ORIGINAL

The material was covered well in the 20 minute presentation

2A. REVISED: COMPOUNDS WITH NUMBERS

The material was covered well in the 20-minute presentation

2B. REVISED: 2 WORDS = SINGLE ADJECTIVE

The material was well-covered in the 20- minute presentation

3. ORIGINAL

The experiment lasted eight days and observation twenty-four hours a day was required.
both numbers written out

3. REVISED: 3 WORDS = SINGLE ADJECTIVE

The 8-day experiment required 24-hour observation.

The experiment lasted eight days and observation 24 hours a day was required.
only single-digit number written out
(see "Numbers 10, Guideline 2")

4. ORIGINAL

Our targets are relatively large scale hospitals because they deal with much more complicated diseases which need coronary angiography or head vessel angiography.

4. REVISED: LARGE-SCALE VS. SMALL-SCALE

Our targets are relatively large-scale hospitals because they deal with much more complicated diseases which need coronary angiography or head vessel angiography.

5. ORIGINAL

TOSHIBA has only low end model CT scanner.

5. REVISED: HIGH-END VS. LOW-END

TOSHIBA has only low-end model CT scanners.

Be careful with double compound adjectives

6. ORIGINAL

The single-coil method and the multi-coil method were employed to investigate the 100 Tesla class magnetic field.

6. REVISED

The single- and multi-coil methods were employed to investigate the 100 Tesla class magnetic field.

7. ORIGINAL

The two-dimensional aspect and the three-dimensional aspect were considered.

single-digit number written out
(see "Numbers 10, Guideline 2")

7. REVISED

Both two- and three-dimensional aspects were considered.

Two- and three-dimensional aspects were both considered.

Hyphens and Prefixes (接頭語)

Always consult a collegiate or unabridged dictionary to verify which prefixes require a hyphen [-] and which ones do not before using them in your final draft.

8. ORIGINAL

Obstetrical information was obtained from medical records and dietary and lifestyle information was from selfadministered questionnaires.

8. REVISED

Obstetrical information was obtained from medical records and dietary and lifestyle information was from self-administered questionnaires.

9. ORIGINAL

A quasilinear system is a control system in which the relationships between the input and output signals are considerably linear despite nonlinear elements being present.

9. REVISED

A quasi-linear system is a control system in which the relationships between the input and output signals are considerably linear despite nonlinear elements being present.

*PREFIXES NOT USING HYPHENS**

aero	aerostatics	micro	microfossil
after	aftershock	mid	midbrain
ante	antepartum	milli	millisecond
anti	anticodon	mini	minicomputer
astro	astrophysics	non	nonconductor
auto	autoimmunity	over	overtone
bi	bivalve	para	paramyxovirus
bio	biomechanics	photo	photochemistry
chemo	chemotherapy	physio	physiotherapy
co	coenzyme	phyto	phytopathology
counter	counterimmunoelectrophoresis	poly	polyarthritis
de	denitrification	post	postprecipitation
di	diketone	pre	prediabetes
electro	electrosurgery	pro	proinsulin
exo	exopathogen	pseudo	pseudopod
extra	extrasystole	re	recombination
geo	geochemistry	semi	semiconductor
hemi	hemianesthesia	stereo	stereochemistry
hemo	hemodialysis	sub	subspecies
hyper	hyperventilation	super	supersaturation
hypo	hypomenorrhea	supra	supracapula
in	incoordination	trans	transpolarizer
infra	infrared	tri	tribromoethanol
inter	interface	ultra	ultracentrifuge
iso	isohexane	un	unconformity
macro	macroflora	under	undernutrition
meta	mutagenesis		

* Always consult a collegiate or unabridged dictionary to verify the nuances of words before using them in your final draft.

Source: partially adapted from *Scientific Style and Format—The CSE Manual for Authors, Editors, and Publishers*, 7th ed. 2006, pp. 61-63; pp.74-75.

Punctuation: DASH [–]

Rule: Use the *dash* cautiously to indicate more emphasis, informality, or abruptness than other punctuation marks would show. A dash can also emphasize a sharp turn in thought.

Dashes set off parenthetical elements more sharply and emphatically than commas. Unlike dashes, parentheses tend to de-emphasize what they enclose.

DEGREE OF EMPHASIS



- ★★★ dashes *Only one person—the president—can authorize such activity.*
- ★★ commas *Only one person, the president, can authorize such activity.*
- ★ parentheses *Only one person (the president) can authorize such activity.*

10. ORIGINAL

Also, 60% of the citizens live in Ger district of 6500 ha, and 145'000 automobiles, most of them are older than 10 years, contribute to air and soil contamination.

10. REVISED

Also, 60% of the citizens live in Ger district of 6500 ha, and 145,000 automobiles—most of them are older than 10 years—contribute to air and soil contamination.

Punctuation: parentheses ()

Rule: Use parentheses [()] to enclose incidental explanatory matter including words, phrases, or even other sentences. Though this material is important enough to be included, it is not intended to be part of the main statement. This material uses clarifies or defines the preceding text without altering its meaning. Use to de-emphasize; hence, may not be essential but may be helpful to some readers.

She severely bruised her femur (or thighbone) in the accident.

When parentheses stands are used at the end of a sentence, the ending punctuation is placed outside the final parenthesis.

Ecotourism is accommodating heightened demand in more regions (Fennell and Nowaczek, 2010).

Do not follow spelled-out numbers with numerals in parentheses representing the same numbers.

Send five (5) copies of the report. → Send five copies of the report.

11. ORIGINAL

The main defining characteristics of ecotourism fall into two categories, namely environmental inputs and environmental outputs. The inputs are the natural and associated cultural features in a particular geographic place which serve as attractions for tourists. The outputs are the net costs or benefits for the natural and social environment. Ecotourism can hence be viewed as geotourism with a positive triple bottom line (Buckley, 2003).

11. REVISED: IN-TEXT CITATIONS

According to Buckley (2003), the main defining characteristics of ecotourism fall into two categories, namely environmental inputs and environmental outputs. The inputs are the natural and associated cultural features in a particular geographic place which serve as attractions for tourists. The outputs are the net costs or benefits for the natural and social environment. Ecotourism can hence be viewed as geotourism with a positive triple bottom line.

12. ORIGINAL

Firstly, to monitor fields (farmlands (45%), rice fields (25%), meadows (10%), gardens (10%), and others (10%)) and to obtain environmental information over long periods of time, ...

Parentheses used inside parentheses confuses readers.

12. REVISED

Firstly, to monitor fields (farmlands 45%, rice fields 25%, meadows 20%, gardens 10%, and others 10%) and to obtain environmental information over long periods of time, ...

Firstly, to monitor fields—farmlands 70%, meadows 10%, gardens 10%, and others 10%—and to obtain environmental information over long periods of time, ...

Consider best style to emphasize what you want to emphasize, or even consider rewording the entire text.

13. ORIGINAL (GOOD STYLE)

The concerns of people in northern Japan heightened after the Great Eastern Japan Earthquake of 2011 because of inadequate government response, inaccurate information from the nuclear power plant operator, and stronger fears of recurrence.

13. REVISED: WHEN LISTING (FOR EMPHASIS)

The concerns of people in northern Japan heightened after the Great Eastern Japan Earthquake of 2011 because of (1) inadequate government response, (2) inaccurate information from the nuclear power plant operator, and (3) strong fears of recurrence.

Spelling

Spellchecking software is a big help, yet falls short on being perfect. Sometimes misspelled words are actually “properly spelled words”, but differ in meaning from that intended by the writer. Having a native English speaker proofread your written document can only help find unintentional mechanical errors such as misspelling.

14. ORIGINAL

In conclusion, our strategy is to make strategic partnerships with market readers exclusively.

14. REVISED

In conclusion, our strategy is to make strategic partnerships with market leaders exclusively.

15. ORIGINAL

The results call our intention to the local community efforts.

15. REVISED

The results call our attention to the local community efforts.

16. ORIGINAL

... if the structure of the scale is consistent with the variables that the instrument purpose to measure.

16. REVISED

... if the structure of the scale is consistent with the variables that the instrument proposes to measure.

17. ORIGINAL

In my research, I choose two dimensions of diversity – cultural and disciplinary. In other words, students of different nationalities and background knowledge represent the objects of my research.

17. REVISED

In my research, I choose two dimensions of diversity – cultural and disciplinary. In other words, students of different nationalities and background knowledge represent the objectives of my research.

... students of different nationalities and background knowledge represent the parameters of my research.

possible erroneous word choice

18. ORIGINAL

We propose in this paper a novel method for calculating the learning coefficient by using the exchange Monte Carlo (EMC) method (Hukushima & Nemoto, 1996).

18. REVISED

We propose in this paper a novel method for calculating the learning coefficient by using the exchange Monte Carlo (EMC) method (Fukushima & Nemoto, 1996).

When romanizing foreign words, be sure to follow the guidelines of the style manual you use.

English	Japanese	Kana spelling	Romanization		
			Preferred Revised Hepburn	Older Styles	
			Kunrei-shiki	Nihon-shiki	
<u>Mount Fuji</u>	富士山	ふじさん	<i>Fujisan</i>	<i>Huzisan</i>	<i>Huzisan</i>
<u>tea</u>	お茶	おちゃ	<i>ocha</i>	<i>otya</i>	<i>otya</i>
to shrink	縮む	ちぢむ	<i>chijimu</i>	<i>tizimu</i>	<i>tidimu</i>
to continue	続く	つづく	<i>tsuzuku</i>	<i>tuzuku</i>	<i>tuduku</i>

19. ORIGINAL

... finish by listening my conclusions.

19. REVISED

... finish by listing my conclusions.

20. ORIGINAL

We want to contribute to Japanese patience and hospitals.

20. REVISED

We want to contribute to Japanese patients and hospitals.

21. ORIGINAL

4. CONCLUTIONS

21. REVISED

4. CONCLUSIONS

22. ORIGINAL

The post-translational membrane insertion of (X) was not observed in the wild type (Y) (Fig. 4E), proofing that membrane integration of multi-spanning membrane protein occurred co-translationally.

22. REVISED

The post-translational membrane insertion of (X) was not observed in the wild type (Y) (Fig. 4E), proving that membrane integration of multi-spanning membrane protein occurred co-translationally.

Your thesis or dissertation supervisor, your university, a journal’s “Guidelines for Authors”, or the general use in the writer’s field usually dictate whether a writer should use the American or British spelling conventions. Whichever you chose, be sure to adhere to the rules of your choice and avoid mixing styles.

Differences in American and British Writing Styles

1. Spellings

-er / -re

<u>American</u>	<u>British</u>
caliber	caliber
center	centre
fiber	fibre
luster	lustre
meter	metre
somber	sombre
spector	spectre

-z- / -s-

<u>American</u>	<u>British</u>
analyze	analyse
capitalize	capitalise
catalyze	catalyse
centralization	centralisation
colonization	colonisation
criticize	criticise
customize	customize

-ize / -ise

-yze / -yse

galvanize	galvanise
hydrolyze	hydrolyse
initialize	initialize
maximize	maximise
memorize	memories
minimize	minimise
normalize	normalise
optimization	optimisation
organization	organisation
paralyze	paralyse
paralyze	paralyse
realize	realise
recognize	recognise

-or / -our

<u>American</u>	<u>British</u>
behavior	behaviour
candor	candour
clamor	clamour
color	colour
favor	favour
harbor	harbour
honor	honour
labor	labour
neighbor	neighbour

-ol / -oul

<u>American</u>	<u>British</u>
mold	mould

in- / en-

<u>American</u>	<u>British</u>
inquiry	enquiry

-se / -ce

<u>American</u>	<u>British</u>
defense	defence
license	licence
pretense	pretence

C-ed / CC-ed

<u>American</u>	<u>British</u>
admitted	admitted
formatted	formatted
leveled	leveled
referring	referred
traveled	travelled

-ire / -yre

<u>American</u>	<u>British</u>
tire	tyre

-m / -mme

<u>American</u>	<u>British</u>
program	programme

-n / -nne

<u>American</u>	<u>British</u>
ton	tone

-tion / -xion

American
connection

British
connexion

-og / -ogue

American
analog
catalog

British
analogue
catalogue

Other

American
check
bank
draft (beer)
gray
phoney
skeptic
story

British
cheque
banque
draught (beer)
grey
phony
sceptic
storey

2. Punctuation

Periods in titles

American
Mr.
Ms.

British
Mr
Ms

**Commas in closing salutations
w/ reverse word order**

American
Sincerely yours,
Faithfully yours,

British
Yours sincerely
Yours faithfully

3. Vocabulary

Housing

American
apartment

British
flat

Transportation

American
gas(oline)
subway
hood
trunk
flat tire
parking lot
airplane
curb
truck
highway

British
petrol
tube
bonnet
boot
puncture
car park
aeroplane
kerb
lorry
motorway

4. Grammar

Subject-Verb Agreement

American

The staff is ...

The committee is ...

The faculty is ...

British

The staff are

The committee are ...

The faculty are ...

Prepositions

on the weekend

at weekend