

GUIDE TO TECHNICAL EDITING

Discussion, Dictionary,
and Exercises

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SCAN FOR COMMON ERRORS IN GRAMMAR, PUNCTUATION, AND USAGE: 1.

One effective way to improve your eye for stylistic lapses is to look through a group of sentences, each bearing a typical error, in grammar, punctuation, or usage. If you can spot the error, go on to the next sentence. If not, review the information in a handbook or dictionary.

Accordingly, here are 79 sentences. Each has an error in punctuation, grammar, or usage. If you see more than one error, mark the more serious one.

Answers follow. Each answer includes a reference to the appropriate entries in the Dictionary that follows Part 1.

Single-Sentence Items

1. According to Dr. Sinclair, "a convention has been established to include hyperkalemia as a primary term."
2. The panel on nutrition said that considerable evidence links dietary fats with cancer in its report.
3. This is a poorly-edited manuscript.
4. He was adverse to changing the dosage
5. Each animal in the test group was isolated for six weeks before their examination.
6. The laboratory ordered a NMR spectrometer.
7. Sinclair, Lewis, and myself visited the installation.
8. Pauling's and Wilson's book on quantum mechanics is on reserve in the library.
9. Newton said, that "all bodies gravitate toward every planet."
10. Light waves are scattered by obstacles such as dust particles, gas molecules, etc.
11. Once placed in a refereed journal, scientists throughout the discipline will read the findings.
12. The principle problem with any liquid crystal display is its readability.
13. The compilation of information and its graphic representation is both emphasized.
14. The amount of personal computers increases each year.

Problem: Author sets off short introductory phrase in first sentence by a comma, but does not set off short introductory phrase in second sentence.

Solution: Editor adds comma to set off short introductory phrase in second sentence.

16. That he finished the job completely amazed the supervisor.
17. The assignment was given to me 7 years ago at the UCLA School of Medicine.
18. Do not enter data in this column if you have less than 10 responses.
19. A one sided sequential testing procedure was used.
20. The director of the laboratory, as well as her assistant, visit the site each week.
21. The 25 to 30-year period was chosen as the longest span for which data were available.
22. The enormity of the lasers used in the fusion experiments startled visitors to the laboratory.
23. Ten articles comprise the latest review volume on advances in laser spectroscopy.
24. It is as much, if not more, than we expected.
25. Neither the software nor the peripherals has been carefully tested.
26. Have you filed the "Request for Proposal?"
27. He did not know whether or not to measure the rainfall.
28. The consumer has a choice between hundreds of models.
29. The tenacity of the U.S. effort suggested their certainty of success.
30. The two lasers have wavelengths of 488 nm and 647 nm, respectively.
31. Dr. T. Kilson is the principle in the investigation.
32. We may categorize the ideal agent as broad spectrum, fungicidal, available for oral administration, and has no toxicity.
33. The staff submitted their demands.
34. Give the evaluations to Sinclair, Lewis, or myself.
35. The banjo is a 4, 5, or 12 stringed musical instrument.
36. The mean data is given in Table 1.
37. Many in the group found his most recent report puzzling, like its predecessors.
38. Thionyl chloride will react with the trimethyl phosphite in the next reaction, it must therefore be removed.
39. The Nobel prize system has a serious flaw: former winners nominate candidates, a procedure that makes laureates the targets of many ambitious fellow scientists.
40. The eight plastic bottles should be mailed to participants, not the glass ones.
41. The heat and mass transfer models presently composed are inadequate for dealing with the complexities of coal devolatilization, however, they are a productive beginning.
42. Antibiotics were supplied as follows: imipenem, cefoxitin, and norfloxacin (Merck Sharp & Dohme, USA), ceftriaxone (SmithKline Beecham, USA), ceftriaxone (Hoffmann-La Roche, USA), penicillin G (Eli Lilly, USA), spectinomycin (Upjohn, USA), and tetracycline (Lederle, USA).
43. 15 mL was administered at 6:00 p.m. and 3:30 a.m.
44. Thomas Edison had one inviolate procedure in keeping his

- laboratory notebooks; he made sure all entries were signed, dated, and properly witnessed.
45. Arcs are not added in the same fashion as nodes; although the accompanying manual fails to clarify the distinction.
 46. Buprenorphine suppresses cocaine self-administration by rhesus monkeys.
 47. Cigarette smokers are involved in 40 percent more motor vehicle accidents than nonsmokers; although the association between smoking and accidents may not involve cigarettes.
 48. In 1982, more than 2 million patients with burns required medical attention in the United States and more than 10,000 burn related deaths occurred.
 49. The Patent & Trademark Office is revising its patent fees, considering requirements for patent applications containing DNA, RNA, and protein sequence disclosures.
 50. Patients received one of four possible treatment regimens: aspirin (325 mg four times daily), sulfapyrazone (200 mg four times daily), both, or neither.
 51. Twenty seven patients participated in the study of third-degree burns that involved 50 percent of the total body surface.
 52. The rank order of activity from the most to the least active agent was as follows: ceftriaxone, MIC90 = 0.015 µg/mL, ceftriaxone, MIC90 = 0.06 µg/mL, norfloxacin, MIC90 = 0.125 µg/mL, imipenem, MIC90 = 0.5 µg/mL.
 53. The characteristic of ignitability applies; as liquid scintillation waste solvents have flash points below this temperature.
 54. Fire related deaths in the United States decreased remarkably between 1978 and 1982.
 55. Such sheets which are two to eight cells thick when applied have recently been used successfully to cover the wounds of two children with burns that affected more than 90 percent of the body surface.
 56. The articles have been organized as follows: high-dosage corticosteroid treatment with cerebral malaria, 5 articles, moderate- to low-dosage corticosteroid treatment with cerebral malaria, 5 articles, unspecified dosage corticosteroid treatment with cerebral malaria, 4 articles, editorials and replies to other articles, 21 articles.
 57. The effects of buprenorphine were dose dependent.
 58. Because of these problems permanent skin substitutes are being designed.
 59. The graphics package provides these capabilities: window-based interface, raster image display, and standalone operation.
 60. Cocaine abuse is widespread in the general population and has also increased among heroin dependent persons, including those in methadone programs.
 61. Students seem reluctant to appropriately attach importance to the physician's communication skills, to medical ethics, or to the circumstances of a patient's life.

62. Application of topical water-soluble antibiotics controls infection in an open wound, but they also appear to increase inflammation.
63. Structural fires account for fewer than 5 percent of hospital admissions for burns, but they are responsible for more than 45 percent of burn related deaths.
64. After gel electrophoresis and blotting a single antigenic band was revealed that comigrated with the native click beetle luciferase.
65. Although infection is the primary initiator of the state, it is now clear that the devitalized tissue itself can also initiate and perpetuate the mediator induced response.
66. Women who are thirty or older, show reduced fertility.
67. In other studies of carcinogens and tumor-promoting agents an increase in cell proliferation has accompanied increased development of tumors.
68. Previous studies with intravenous treatment have however yielded conflicting results.
69. Although unburned skin can be used up to three times for autograft donations the amount of skin still may be insufficient.
70. Reused donor split grafts with the exception of those from the scalp, have very little remaining dermis.
71. Clearly, the major advances in volume resuscitation after severe thermal injury occurred between 1964 and 1974, when the need to infuse burn patients with large quantities of salt containing fluid was identified.
72. Walsh, et. al, described a group of 11 men with thrombocytopenia.
73. Stability studies need only be done on three lots of 50-tablet bottles.
74. Percentages of the total number of abstracts for each category is given with the actual number of abstracts in parentheses.
75. To avoid mechanism based toxicity, a drug must have a high selectivity for its fungal target.
76. Because of its' poor solubility in water, parenteral administration is required.
77. There were 14 million divorced persons in the U.S. in 1988.
78. The table below shows the increasing number of office and plant workers with catastrophic medical protection during 1992.
79. Keep us informed of any plans or commitments that might affect your reading of galley proofs or page proofs during the next three months.

ANSWERS AND DICTIONARY REFERENCES

1. According to Dr. Sinclair, "a convention has been established to include hyperkalemia as a primary term."
See **Quotation marks and quotations**.
2. In its report, the panel on nutrition said that considerable evidence links dietary fats with cancer. (Equally accept-

- able: The panel on nutrition said in its report that considerable evidence links dietary fats with cancer.)
 See **Modifiers, misplaced or dangling**.
3. This is a poorly edited manuscript.
 See **Hyphen**.
4. He was averse to changing the dosage.
 See **Averse/adverse**.
5. Each animal in the test group was isolated for six weeks before its examination.
 See **Pronouns**.
6. The laboratory ordered an NMR spectrometer.
 See **A, An**.
7. Sinclair, Lewis, and I visited the installation.
 See **Pronouns**.
8. Pauling and Wilson's book on quantum mechanics is on reserve in the library.
 See **Possessives**.
9. Newton said that "all bodies gravitate toward every planet."
 See **Quotation marks and quotations**.
10. Light waves are scattered by obstacles such as dust particles and gas molecules.
 See **etc.**
11. Scientists throughout the discipline will read the findings, once they are placed in a refereed journal.
 See **Modifiers, misplaced or dangling**.
12. The principal problem with any liquid crystal display is its readability.
 See **Principal vs. principle**.
13. The compilation of information and its graphic representation are both emphasized.
 See **Number of subject and verb**.
14. The number of personal computers increases each year.
 See **Amount vs. number**.
15. More than 100 people tried the sample.
 See **Greater than or more than vs. over**.
16. That he completely finished the job amazed the supervisor. The supervisor was completely amazed that he finished the job. (Choice depends on intended meaning.)
 See **Modifiers, misplaced or dangling**.
17. The assignment was given to me seven years ago at the UCLA School of Medicine.
 See **Numbers, figures vs. words**.
18. Do not enter data in this column if you have fewer than 10 responses.
 See **Fewer, less than**.
19. A one-sided sequential testing procedure was used.
 See **Hyphen**.
20. The director of the laboratory, as well as her assistant, visits the site each week.
 See **Number of subject and verb**.
21. The 25- to 30-year period was chosen as the longest span for which data were available.
 See **Hyphen**.

22. The enormity of the lasers used in the fusion experiments startled visitors to the laboratory.
 See **Enormity, enormity**.
23. The latest review volume on advances in laser spectroscopy comprises ten articles.
 See **Comprise**.
24. It is as much as, if not more than, we expected.
 See **As much as**.
25. Neither the software nor the peripherals have been carefully tested.
 See **Number of subject and verb**.
26. Have you filed the "Request for Proposal"?
 See **Quotation marks and quotations**.
27. He did not know whether to measure the rainfall.
 See **Whether**.
28. The consumer has a choice among hundreds of models.
 See **Between vs. among**.
29. The tenacity of the U.S. effort suggested the Americans' certainty of success.
 See **Pronouns**.
30. The two lasers have wavelengths of 488 nm and 647 nm each.
 See **Respectively**.
31. Dr. T. Kilson is the principal in the investigation.
 See **Principal vs. principle**.
32. We may categorize the ideal agent as broad spectrum, fungicidal, available for oral administration, and non-toxic.
 See **Parallel construction**.
33. The staff submitted its demands.
 See **Pronouns**.
34. Give the evaluations to Sinclair, Lewis, or me.
 See **Pronouns**.
35. The banjo is a 4-, 5-, or 12-stringed musical instrument.
 See **Hyphen**.
36. The mean data are given in Table 1.
 See **Greek and Latin words and expressions**.
37. Many in the group found his most recent report, like its predecessors, puzzling.
 See **Modifiers, misplaced or dangling**.
38. Thionyl chloride will react with the trimethyl phosphite in the next reaction; it must therefore be removed.
 See **Semicolon**.
39. The Nobel prize system has a serious flaw: former winners nominate candidates, a procedure that makes laureates the targets of many ambitious fellow scientists.
 See **Colon**.
40. The eight plastic bottles, not the glass ones, should be mailed to participants.
 See **Modifiers, misplaced or dangling**.
41. The heat and mass transfer models presently composed are inadequate for dealing with the complexities of coal devolatilization; however, they are a productive beginning.
 See **Semicolon**.

42. Antibiotics were supplied as follows: imipenem, cefoxitin, and norfloxacin (Merek Sharp & Dohme, USA), cefizoxime (SmithKline Beecham, USA), ceftriaxone (Hoffmann-Laroche, USA), penicillin G (Eli Lilly, USA), spectinomycin (Upjohn, USA), and tetracycline (Lederle, USA).
See Colon and Semicolon.
43. Fifteen milligrams was administered at 6:00 p.m. and 3:30 a.m.
See Numbers, figures vs. words.
44. Thomas Edison had one inviolate procedure in keeping his laboratory notebooks: he made sure all entries were signed, dated, and properly witnessed.
See Colon.
45. Arcs are not added in the same fashion as nodes, although the accompanying manual fails to clarify the distinction.
See Semicolon.
46. Buprenorphine suppresses cocaine self-administration by rhesus monkeys.
See Hyphen.
47. Cigarette smokers are involved in 40 percent more motor vehicle accidents than nonsmokers, although the association between smoking and accidents may not involve cigarettes.
See Semicolon.
48. In 1982, more than 2 million patients with burns required medical attention in the United States and more than 10,000 burn-related deaths occurred.
See Hyphen.
49. The Patent and Trademark Office is revising its patent fees, considering requirements for patent applications containing DNA, RNA, and protein-sequence disclosures.
See Hyphen.
50. Patients received one of four possible treatment regimens: aspirin (325 mg four times daily), sulfapyrazone (200 mg four times daily), both, or neither.
See Colon.
51. Twenty-seven patients participated in the study of third-degree burns that involved 50 percent of the total body surface.
See Hyphen.
52. The rank order of activity from the most to the least active agent was as follows: cefizoxime, MIC90 = 0.015 µg/mL; ceftriaxone, MIC90 = 0.06 µg/mL; norfloxacin, MIC90 = 0.125 µg/mL; imipenem, MIC90 = 0.5 µg/mL.
See Semicolon.
53. The characteristic of ignitability applies, as liquid scintillation waste solvents have flash points below this temperature.
See Semicolon.
54. Fire-related deaths in the United States decreased remarkably between 1978 and 1982.
See Hyphen.

55. Such sheets, which are two to eight cells thick when applied, have recently been used successfully to cover the wounds of two children with burns that affected more than 90 percent of the body surface.
See Comma.
56. The articles have been organized as follows: high-dosage corticosteroid treatment with cerebral malaria, 5 articles; moderate- to low-dosage corticosteroid treatment with cerebral malaria, 5 articles; unspecified dosage corticosteroid treatment with cerebral malaria, 4 articles; editorials and replies to other articles, 21 articles.
See Semicolon.
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See Hyphen.
58. Because of these problems, permanent skin substitutes are being designed.
See Comma.
59. The graphics package provides these capabilities: window-based interface, raster image display, and standalone operation.
See Colon.
60. Cocaine abuse is widespread in the general population and has also increased among heroin-dependent persons, including those in methadone programs.
See Hyphen.
61. Students seem reluctant to attach appropriate importance to the physician's communication skills, to medical ethics, or to the circumstances of a patient's life.
See Infinitives.
62. Application of topical water-soluble antibiotics controls infection in an open wound, but it also appears to increase inflammation.
See Pronouns.
63. Structural fires account for fewer than 5 percent of hospital admissions for burns, but they are responsible for more than 45 percent of burn-related deaths.
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64. After gel electrophoresis and blotting, a single antigenic band was revealed that comigrated with the native click beetle luciferase.
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See Comma.
67. In other studies of carcinogens and tumor-promoting agents, an increase in cell proliferation has accompanied increased development of tumors.
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68. Previous studies with intravenous treatment have, however, yielded conflicting results.
See Comma.

69. Although unburned skin can be used up to three times for autograft donations, the amount of skin still may be insufficient.
70. Roused donor split grafts, with the exception of those from the scalp, have very little remaining dermis.
71. Clearly, the major advances in volume resuscitation after severe thermal injury occurred between 1964 and 1974, when the need to infuse burn patients with large quantities of salt-containing fluid was identified.
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SCAN FOR COMMON ERRORS IN GRAMMAR, PUNCTUATION, AND USAGE: 2.

Another way to improve your eye for stylistic lapses is to look through sentences grouped by type of error, see if you can spot and correct the error, and, when necessary, read the related dictionary or handbook entry.

Accordingly, here is a list of sentences and paragraphs grouped by type of error. If you see more than one error, mark the more serious one. Use the Dictionary that follows these exercises for reference.

1. Analysis of the tracer readily showed that "X" and "Y" impurities were present in the uv, they were well separated from the other components, and easily quantified.
2. The reaction mixture was quenched with 90%-saturated NH₄Cl, the layers separated, and the solution was concentrated.
3. Protocol
 - a. Resuspend the samples in acetonitrile (3.5 mL for XYZ samples and 2 mL for XYQ samples).
 - b. Sonicate for 5 min.
 - c. To XYZ samples, add 6.5 mL water. For XYQ samples, add 8 mL water.
 - d. Wash samples with 10 mL acetonitrile: water (35:65 for XYZ-containing samples and 20:80 for XYQ-containing samples).
 - e. Samples are resuspended in ethanol and sonicated for 5 min.
 - f. Keep samples in capped microtubes at -20° C until assayed.
4. The new method:
 - Strengthens the wood fibers of the pages by connecting them with polymer bridges.
 - Polymer bridges are created by placing the books in an alkaline monomer mixture in an oxygen-free environment.
 - No residual radiation remains in the book at the completion of the process.
 - The pages, while significantly strengthened, have the same "feel" as the original.
5. This study addressed the following advantages of buprenorphine pharmacotherapy:
 - It is better suited to outpatient therapy.
 - Able to use with codependency such as cocaine and heroin.
 - Substitute addiction is not a problem.
2.
 6. A Swan-Ganz catheter was entered in the jugular vein and was advanced until the catheter tip is in or near the right atrium.
 7. After the initial observation was made that transcription could be induced in quiescent cells by treating them with an appropriate growth factor, numerous follow-up studies have attempted to define the role of this transforming gene in the regulation of the mammalian cell cycle.
 8. To accommodate both of these aims, the work described in the first section of this report sought to provide a general examination of reactions of oxygenated 9,10-antraquinones with thionyl chloride. The section deals with the