
Common Writing Errors

• Not Following Directions

- Make sure to follow the specified formatting of the assignment; for example:
 - Number of pages
 - Size & Type of Font
 - Page Margins
 - Line spacing (usually single, 1.5, or double spaced)
 - Figures or Tables
 - References

• Spelling

- **Numbers:** spell out numbers when they are either the first word in a sentence, or they are a whole number less than or equal to ten (i.e. 0 – 10); use the numeric symbol form for numbers greater than 10.

The Jurassic Period lasted 65 million years.

NOT The Jurassic Period lasted sixty-five millions years.

- **Correct word choice:** who's vs. whose; affect vs. effect; loose vs. lose; there vs. their; etc.

• Punctuation

- Avoid comma splices and run-on sentences
- Put parenthesis-based citations inside punctuation, and superscript citations outside punctuation

The term "coral reef" is unique in that it refers to both a geological structure and a biological community (Buddemeier et al. 2004).

OR The term "coral reef" is unique in that it refers to both a geological structure and a biological community (1).

OR The term "coral reef" is unique in that it refers to both a geological structure and a biological community.¹
- Place quotation marks outside commas or periods and inside semicolons

In a biological context, the whole ecosystem, or specifically the living plant-like animals that are secreting calcium-carbonate, can be referred to as a "coral reef"; whereas, "coral reef," in a geologic context, usually refers to the physical, non-living calcium-carbonate structure beneath these coral animals.

• Proof Read

- Check for spelling errors and confusing or unclear sentences
- Consistent formatting (i.e. no unintentional changes in font type, size, indentations, etc.)
- Do not start consecutive sentences (or multiple sentences in a paragraph) using the exact same words or phrases because it's redundant
- When using generalities the subject is usually plural

"It wasn't until recently, that scientists discovered how crude oil was formed."

NOT "It wasn't until recently, that scientist discovered how crude oil was formed."

• Plagiarism

- It is always best to err on the side of caution by citing where the information came from, especially when dealing with the following: facts; details; ideas; figures; tables; etc.
- Citations are not necessary when referring to the following: information that is considered to be general knowledge; information obtained during your own research; figures and tables that you have created based on your own data

Using Quotations

- In general paraphrase instead using direct quotes
- When referring to a direct quote within a quote use single quotations

“An ‘I told you so’ is an ‘I failed you so’” (personal communication with Stephen H. Schneider, 2009).

➤ Block Citations

- Use block citations when using a direct quote that is either more than 3 sentences long, or takes up more than four typed lines on the page
- Indent the quotation one inch (10 spaces) from the left and right margins.*
- Quotation marks are implied by the indentation, and are therefore not included.
- When multi-line spacing is used in the paper, the block citation is usually single spaced.
- When quoting more than one paragraph, the first line of each paragraph should be indented an additional 5 spaces (1.5 inches total).
- See block citation example[†] below:

Perhaps some of the most important advances in GIS technology have been those relating to spatial analysis. GIS provides an environment in which a spatial problem can be mapped; insight into this problem may then be attained by mapping other data layers in order to see if there is a visible correlation between the problem and the surrounding environment. Spatial analyses provide the researcher with the ability to test these correlations, enabling the researcher to not just theorize but to actually find relationships and have statistical evidence to support the relationship. Longley et al. (2005) described Spatial Analysis as:

...the crux of GIS because it includes all the transformations, manipulations, and methods that can be applied to geographic data to add value to them, to support decisions, and to reveal patterns and anomalies that are not immediately obvious – in other words, spatial analysis is the process by which we turn raw data into useful information, in pursuit of scientific discovery, or more effective decision making.

Spatial analysis can reveal things that might otherwise be invisible – it can make what is implicit explicit.

* Sometimes only the left indentation is required; varies according by discipline and publication style

[†] Block citation example taken from Lentz 2008, the block citation itself is from Longley et al. 2005.

Lentz JA (2008) Using Medical Geography Methodology to Identify Spatial Patterning and Significant Clustering of Coral Disease. Research Proposal for Dr. Lei Wang's Advanced Geography course, Submitted March 7, 2008, pp 42

Longley PA, Goodchild MF, Maguire DJ, Rhind DW (2005) Geographic information systems and science. Chichester, England: Wiley. 517 pp.

Figure & Table Formatting

- Figures and Tables should always be referred to in-text
- The figures and tables should be referred to in numerical order starting with Figure 1 or Table 1.
- Figure legends are usually placed below the figure; whereas, table legends are usually placed above the table
- The font and size used in the figures, tables, and their respective legends should generally be the same as what was used in the rest of the paper
- See examples* below:

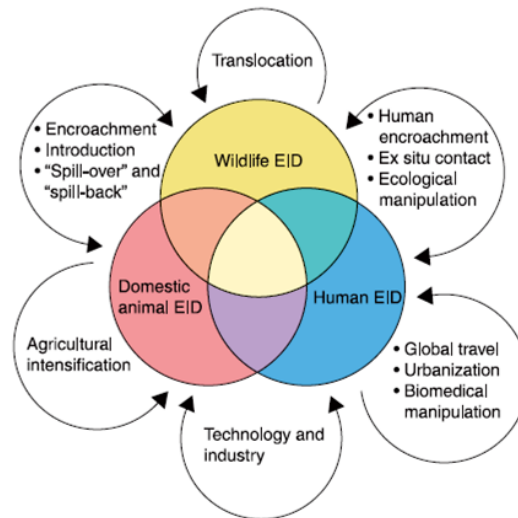


Fig.2 The underlying anthropogenic driving and/or causing agents generally associated with Emerging Infectious Diseases (EIDs; figure taken from Daszak et al. 2000).

Table 1. Koch's Postulate, as defined by Burnet and White 1972; Balter 1998; and Bhopal 2002.

In order to definitively state the cause of a disease as a specific microbe, the following rules must be adhered to:

- 1) The microbe must be present in all known cases of the disease, but not present in healthy (non-diseased) organisms
- 2) The microbe must be able to be isolated from the diseased organism and grown in pure culture in the lab
- 3) Experimental Infection: This lab grown microbe must cause the same disease when instilled in a healthy organism
- 4) The microbe must then be able to be isolated from the diseased organism and grown in pure culture from the experimental infection in the lab

* Figure 1 and Table 1 were adapted from a 2009 draft of Jennifer Lentz's dissertation

Balter M (1998) Molecular Methods Fire up the Hunt for Emerging Pathogens. *Science* 282(5387):219-221.

Bhopal R (2002) Concepts of Epidemiology an integrated introduction to the ideas, theories, principles and methods of epidemiology. Oxford University Press. 317 pp.

Burnet SM, White DO (1972) Natural history of infectious disease. Fourth Edition. Cambridge at the University Press. 278pp.

Daszak P, Cunningham AA, Hyatt AD (2000) Emerging Infectious Diseases of Wildlife Threats to Biodiversity and Human Health. *Science* 287: 443-449

In-text Citation Formatting

➤ Alphabetic Citation Formatting

- Each reference should be cited in-text as the last name of the author(s) and the publication date.
- When citing multiple sources for a given thought or idea (as shown in the in-text citation example* below), the references should be listed according to the order in which they were published, starting with the oldest and ending with the newest publication.

The Earth is currently experiencing an increase in Emerging (novel) Infectious Diseases (EIDs). These EIDs are targeting plants, wildlife (both terrestrial and marine), domestic animals, and humans resulting in an overall threat to biodiversity (Real 1996; Harvell et al. 1999; Daszak et al. 2000; Harvell et al. 2002; Harvell 2004). While Marine EIDs are rapidly increasing in both incidence and severity (Harvell et al. 1999; Harvell et al. 2002; McCallum and Harvell 2003; Harvell 2004), humans are not directly impacted by them as we are by the interactions between terrestrial EIDs. Figure 2 illustrates the anthropogenic underpinnings of the causative factors and driving agents associated with these EIDs (Daszak et al. 2000; Harvell et al. 2002; Harvell 2004).

➤ Numeric Citation Formatting

- Each reference should be cited by a number specific to that reference; and each number should be assigned such the first occurrence of that number is in numeric order.
- If a specific reference is cited more than once in the text, the number used to represent that reference is the same number that was initially assigned to that reference.
- In other words, the number “1” should be assigned to the first reference cited (*Reference A*), the number “2” should be assigned to the second reference cited (*Reference B*), and so on. If *Reference A* is referred to again later in the text, it will still be cited by the number “1”.

• Method 1: Using parenthesis-based numeric citations

The Earth is currently experiencing an increase in Emerging (novel) Infectious Diseases (EIDs). These EIDs are targeting plants, wildlife (both terrestrial and marine), domestic animals, and humans resulting in an overall threat to biodiversity (1-5). While Marine EIDs are rapidly increasing in both incidence and severity (2, 4-6), humans are not directly impacted by them as we are by the interactions between terrestrial EIDs. Figure 2 illustrates the anthropogenic underpinnings of the causative factors and driving agents associated with these EIDs (3-5).

• Method 2: Using superscript-based numeric citations

The Earth is currently experiencing an increase in Emerging (novel) Infectious Diseases (EIDs). These EIDs are targeting plants, wildlife (both terrestrial and marine), domestic animals, and humans resulting in an overall threat to biodiversity.¹⁻⁵ While Marine EIDs are rapidly increasing in both incidence and severity,^{2,4-6} humans are not directly impacted by them as we are by the interactions between terrestrial EIDs. Figure 2 illustrates the anthropogenic underpinnings of the causative factors and driving agents associated with these EIDs.³⁻⁵

* The paragraph used in the in-text citation examples of how to use both alphabetic and numeric citation formats was adapted from a 2009 draft of Jennifer Lentz's dissertation

See the end-of-text examples for the reference information for the in-text citations used in this example paragraph.

End-of-text Citation Formatting

➤ Reference Section

- The reference section should be placed at the end of the paper; often starting a new page.
- There should be a heading indicating the section's purpose (i.e. Bibliography; References; Works Cited; etc).

● Alphabetic Citation Formatting

- When using alphabetic citation formatting, the references should be listed in alphabetical order according to the last name of the primary author (i.e. the first author listed).
- Multiple references with the same primary author should be listed in the order in which they were published, generally starting with the newest and ending with the oldest.

REFERENCES

- Daszak P, Cunningham AA, Hyatt AD (2000) Emerging Infectious Diseases of Wildlife Threats to Biodiversity and Human Health. *Science* 287: 443-449
- Harvell D (2004) Ecology and Evolution of Host-Pathogen Interactions in Nature. *The American Naturalist* 164 (Supplement): S1-S5
- Harvell CD, Mitchell CE, Ward JR, Altizer S, Dobson AP, Ostfeld RS, Samuel MD (2002) Climate Warming and Disease Risks for Terrestrial and Marine Biota. *Science* 296: 2158-2162
- Harvell CD, Kim K, Burkholder JM, Colwell RR, Epstein PR, Grimes DJ, Hofmann EE, Lipp EK, Osterhaus ADME, Overstreet RM, Porter JW, Smith GW, Vasta GR (1999) Emerging Marine Diseases—Climate Links and Anthropogenic Factors. *Science* 285: 1505-1510
- McCallum H, Harvell D (2003) Rates of spread of marine pathogens. *Ecology Letters* 6: 1062- 1067
- Real LA (1996) Disease Ecology. *Ecology* 77(4): 989

● Numeric Citation Formatting

- The references should appear in the form of a numbered list in ascending numeric order; the format of the numbers varies according by discipline and publication style (i.e. 1), (1), 1., etc).
- Note: The end-of-text numeric citation format is the same for both the parenthetical and superscript in-text numeric citation formats (Methods 1 and 2 from page 4).

REFERENCES

- 1) Real LA (1996) Disease Ecology. *Ecology* 77(4): 989
- 2) Harvell CD, Kim K, Burkholder JM, Colwell RR, Epstein PR, Grimes DJ, Hofmann EE, Lipp EK, Osterhaus ADME, Overstreet RM, Porter JW, Smith GW, Vasta GR (1999) Emerging Marine Diseases—Climate Links and Anthropogenic Factors. *Science* 285: 1505-1510
- 3) Daszak P, Cunningham AA, Hyatt AD (2000) Emerging Infectious Diseases of Wildlife Threats to Biodiversity and Human Health. *Science* 287: 443-449
- 4) Harvell CD, Mitchell CE, Ward JR, Altizer S, Dobson AP, Ostfeld RS, Samuel MD (2002) Climate Warming and Disease Risks for Terrestrial and Marine Biota. *Science* 296: 2158-2162
- 5) Harvell D (2004) Ecology and Evolution of Host-Pathogen Interactions in Nature. *The American Naturalist* 164 (Supplement): S1-S5
- 6) McCallum H, Harvell D (2003) Rates of spread of marine pathogens. *Ecology Letters* 6: 1062- 1067

➤ Footnotes or Endnotes

- Footnotes are placed at the bottom of each page and only list the references cited on that page; whereas, endnotes are placed at the end of the document, but generally not on their own page.
- Footnotes and Endnotes are used in conjunction with the superscript numeric in-text citation format
- References should appear as a numbered list, listed in numeric order starting with one.
- Footnotes and Endnotes are often formatted such that they are in the same font as the rest of the document, but their font is one to two sizes smaller than that of the body of the text document.
- See example at the end of this page

¹ Real LA (1996) Disease Ecology. *Ecology* 77(4): 989

² Harvell CD, Kim K, Burkholder JM, Colwell RR, Epstein PR, Grimes DJ, Hofmann EE, Lipp EK, Osterhaus ADME, Overstreet RM, Porter JW, Smith GW, Vasta GR (1999) Emerging Marine Diseases—Climate Links and Anthropogenic Factors. *Science* 285: 1505-1510

³ Daszak P, Cunningham AA, Hyatt AD (2000) Emerging Infectious Diseases of Wildlife Threats to Biodiversity and Human Health. *Science* 287: 443-449

⁴ Harvell CD, Mitchell CE, Ward JR, Altizer S, Dobson AP, Ostfeld RS, Samuel MD (2002) Climate Warming and Disease Risks for Terrestrial and Marine Biota. *Science* 296: 2158-2162

⁵ Harvell D (2004) Ecology and Evolution of Host-Pathogen Interactions in Nature. *The American Naturalist* 164 (Supplement): S1-S5

⁶ McCallum H, Harvell D (2003) Rates of spread of marine pathogens. *Ecology Letters* 6: 1062- 1067

General Examples of How to Cite Different Types of Material

➤ Articles

• Journal Article^{*}

Schneider SH (2009) The worst-case scenario. *Nature* 458(7242):1104-1105.

○ only published online

Schneider SH (2009) The worst-case scenario. Online publication: posted to <http://www.nature.com> on April 29, 2009.

○ online Supplement

Schneider SH (2009) The worst-case scenario. *Nature* 458(Supplement):S1104-S1105.

• Magazine Article[†]

Schneider SH, Mastrandrea MD (2008) The Rising Tide: Time to adapt to climate change. *The Boston Review*. 33:7-10.

• Newspaper Article[‡]

Schneider SH (2009) The worst-case scenario. *The New York Times*. November 1, 2009. Science: D7-D10.

➤ Books[§]

• with one Author

Longley PA (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• with two Authors

Longley PA, Goodchild MF (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• with three Authors

Longley PA, Goodchild MF, Maguire DJ (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• with more than three Authors

Longley PA, Goodchild MF, Maguire DJ, Rhind DW (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• with no Author

[Anon] (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• with no Author, only Editors

Longley PA, Goodchild MF, Maguire DJ, Rhind DW, eds. (2005) *Geographic information systems and science*. Chichester, England: Wiley. 517 pp.

• part of a book

Johnston RJ (2005) Chapter 5: Georeferencing. In Longley PA, Goodchild MF, Maguire DJ, Rhind DW, eds. (2005) *Geographic information systems and science*. Chichester, England: Wiley. pp 109-126.

* The correct citation for the article referred to in this section is the one listed under Journal Article

† This is the correct citation for the Magazine article referred to in this section

‡ The correct citation for the article referred to in this section is the one listed under Journal Article

§ The correct citation for the book referred to in this section is the one listed under Book “with more than three authors”

General Examples of How to Cite Different Types of Material

➤ Dictionary or Encyclopedia

Morehead A, Morehead L, eds. (1995) Coral. The New American Webster Handy College Dictionary, 3rd edition. New York City: Penguin. pp 158.

Grolier Encyclopedia (1991) Coral. Grolier Encyclopedia of Knowledge. Volume 5. Danbury, CT: Grolier incorporated. pp. 251-255.

➤ Film or Movie

Magnetic Storm (2003) Dir. Duncan Copp. Prod. Sington D, Kinsella S. TV Program. NOVA Science Programming on Air and Online; Public Broadcasting Service (PBS).

➤ Letter or Memo

Lentz JA (2009) Christmas card. Letter to Dr. Nan Walker. Jan. 1, 2009.

➤ Online Material

• Email

Walker N (2009) "Mid-term grades posted to LSU." Oct. 19, 2009. Email to OCS 1005(4) students. (accessed on Oct. 21, 2009).

• Listserv or Newlist

Nosach C (2009) "Seminar Lunch this Friday." Oct. 20, 2009. Email to DOCSGR-L@listserv.lsu.edu. Accessed on Oct. 21, 2009.

• Online Database

Marks KW (2007) AGRRRA Database, version 10/2007. Accessed on Oct. 21, 2009. Available online at <http://www.agrra.org/Release_2007-10>.

• Online Dictionary

[Anon] (2009) Coral. Merriam-Webster Online Dictionary. Retrieved Oct. 21, 2009. Available online at <<http://www.merriam-webster.com/dictionary/coral>>.

• Online Encyclopedia

Encyclopedia Britannica (2009) Coral. Encyclopedia Britannica Online. Accessed on Oct. 21, 2009. Available online at <<http://www.britannica.com/EBchecked/topic/137037/coral>>.

Wikipedia Contributors (2009) Coral. Wikipedia, The Free Encyclopedia. Oct. 20, 2009, 22:34 GMT (accessed on Oct. 21, 2009). Available online at <<http://en.wikipedia.org/w/index.php?title=Coral&oldid=320987603>>.

• Website

CoRIS Webmaster (2009) Major Reef-building Coral Diseases. National Oceanic and Atmospheric Administration, U.S. Department of Commerce. Sept. 09, 2009 (accessed on Oct. 21, 2009). Available online at <<http://coris.noaa.gov/about/diseases/>>.

All citations on this page are the correct citations for the category specified