Workshop Scope

✓ Mechanics
✓ Punctuation
Two schools lose four star ranking
Spelling/Word Choice

- Run spell check (remember that Microsoft Word’s spelling and grammar checker is imperfect).
- Confirm thesaurus selections in a dictionary.
- Find a second set of eyes.
  (This is the best thing you can do!)
- Read your paper out loud.
- Take note of commonly confused words.
assess vs. asses

Break into groups of two or three and list more commonly confused words and their respective meanings OR list words that give you a hard time and we can discuss and try and figure out a way to make it easier.
<table>
<thead>
<tr>
<th>Word Pairs</th>
<th>Correct Word Pairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>affect/effect</td>
<td>method/methodology</td>
</tr>
<tr>
<td>angel/angle</td>
<td>personnel/personal</td>
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<tr>
<td>brake/break</td>
<td>principal/principle</td>
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<tr>
<td>carat/caret/carrot</td>
<td>than/then</td>
</tr>
<tr>
<td>comprise/compose/consist</td>
<td>respectively/respectfully</td>
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<tr>
<td>disinterested/uninterested</td>
<td>there/their/they’re</td>
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<tr>
<td>farther/further/furthermore</td>
<td>theirs</td>
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<tr>
<td>regardless/irregardless</td>
<td>to/too/two</td>
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<tr>
<td>it’s/its</td>
<td>versus/verses</td>
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<tr>
<td>lay/lie</td>
<td>your/you’re</td>
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<tr>
<td>lose/loose</td>
<td></td>
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<tr>
<td>materiel/material</td>
<td></td>
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</tbody>
</table>
Capitalization

- Capitalize proper nouns.
- Capitalize major words in titles and headings.
- Do not capitalize names of scientific laws, theories, models, statistical procedures, or hypotheses unless these terms include a proper noun.
Mechanics: Capitalization

A. I was happy to see that Senator Smith was reelected.  Yes
B. I miss my elementary school Principal, Mr. Kreitzberg.  No
C. John Pierce, a Professor of Nutrition, smoked heavily.  No
D. Who knew that Vice president Biden is an amazing cook?  No
E. My former general, Peterson, was a true leader.  Yes
Mechanics: Capitalization

A. Which is more fun to read, the bill of Rights or the constitution of the United States?  
   - No

B. According to a recent study, Wilson’s scientific theory was found to be woefully unsubstantiated.  
   - Yes

C. Einstein’s theory of relativity is pretty fun to prove.  
   - Yes

D. No dogs were harmed when we studied Pavlovian Conditioning.  
   - No
Italics

- Introduce linguistic examples.
- Indicate foreign language terms; but only if uncommon.
- Emphasize key terms.
- Set off titles of journals, books, films, and reports.
- Denote statistical symbols or algebraic variables.
- Avoid use of italics to emphasize a point.
Mechanics: Italics

A. I believe the student meant to write *summary*, not *summery*.
   - Yes

B. *Calle 18*, also known as the 18th Street Gang, has grown significantly since *Mano Dura* was introduced. *Mano Dura* has had a negative impact on El Salvador’s gang problems.
   - Yes

C. My favorite book is *Love in the Time of Cholera* by Marquez.
   - No

D. The New York Times reported an increase in readership after their amazing story on earthquakes. Wait. That was the New Yorker.
   - No

E. The term *ad nauseum* makes me laugh. I *laughed* until I cried.
   - No
Numbers

- In general, write numbers out in words for whole numbers zero through nine.
- Use numerals for numbers 10 and greater.
- Be consistent with how you use numbers.
- Do not start a sentence with a number, spell it out or re-work the sentence.
- Always use a number for percentages.
Mechanics: Numbers

A. 1948 was an interesting year.  
   **No**

B. The year 1948 was interesting.  
   **Yes**

C. She ate 48 candy bars. The last three just about did her in.  
   **Yes**

D. He ran the hundred-meter dash in 3.4 seconds. That was a world record for the 2016 Olympics.  
   **No**

E. Of the students attending NPS this quarter, forty % are vegan.  
   **No**

F. 47% of the recruits admit that pasta is their favorite food.  
   **No**
HYPHEN (-)

- Use a hyphen if *not* doing so creates confusion or ambiguity.
- Use a hyphen to form a single idea.
- Use a hyphen to indicate widely accepted compound adjective word pairs (compound words).
- Do not use a hyphen to link adverbs to an adjective. Most adverbs end in *ly.*
Mechanics: Hyphens

A. Seemingly-innocent people are usually the most manipulative.  
   No

B. Theirs was a long term relationship.  
   No

C. Their relationship was long term.  
   Yes

D. Pre- and post-war Vienna are two very different cities.  
   Yes

E. John, an eighth grader, was happy hanging out with the ninth-grade class.  
   Yes
EN DASH (—)

- Use an en dash to extend a compound over more than two words.

- Use an en dash to indicate words of equal weight, either in proper names or in relationships.

- Do not add space on either side of an en dash.

- Do not use the en dash as a form of punctuation within a sentence. Use an em dash.

- Use an en dash between page and date ranges.
A. Austria was not a particularly affluent country during its pre–World War II days.  

B. Our new hours are 7 a.m.–4 p.m.  

C. Don’t forget to analyze the 2014–2015 data.  

D. The first Sino–Japanese war lasted less than a year.
Abbreviations, Acronyms, and Initialisms

- Always spell out your abbreviations in text the first time they appear in a paper.
- Do not abbreviate United States when it appears as a noun.
- Use periods when abbreviating U.S. only when it appears as an adjective.
- Consult the Department of Defense (DOD), U.S. Navy, and the Naval Postgraduate School’s style guides for a list of standard acronyms, initialisms, and abbreviations. All links are available on our website.
- Don’t add an “s” to a parenthetical acronym.
- Use periods surrounding Latin abbreviations.
- Do not use periods to abbreviate state names, acronyms, initialisms, or measurements (except in for inches).
- Don’t overdo it!
NAVFAC is organized both as a tiered organization, and as a matrix organization. Macroscopically, the headquarters element of NAVFAC is an echelon II command. The two subordinate commands, NAVFAC LANT and NAVFAC PAC, as well as the Engineering and Expeditionary Warfare Center (EXWC) and the Navy Crane Center, are Echelon III commands under the headquarters element. NAVFAC LANT and PAC align with, and support, Navy Fleet Forces Command and NAVFAC PAC aligns with and supports Pacific Fleet. The various regional Facilities Engineering Commands (FECs) are subordinate to NAVFAC PAC and NAVFAC LANT. The FEC commanding officers (COs) also act as the regional engineers (REs) to the CNIC regional commanders. The installation Public Works Departments (PWDs) and Facilities Engineering and Acquisition Divisions (FEADs) answer to their regional FECs as subordinate divisions and support their respective installation commanding officers and their tenant commands. The PWDs are also tenant commands on their respective installations (NAVFAC, 2015).
Mechanics: Abbreviations, etc.

A. The Central Intelligence Agency (the CIA) uses a lot of paper. No
B. Relations between the U.S. and Cuba are improving rapidly. No
C. Naval Postgraduate School (NPS) students are nothing short of amazing. Yes
D. Which state has the most publishing companies? NY, MA, C.A., or KY? No
E. The FEC commanding officers (COs) also act as the regional engineers. No
F. The FEC commanding officers (CO) also act as the regional engineers. Yes
Parentheses

- Use parentheses to introduce an abbreviation or acronym that will be used in the body of the paper.

- Use parentheses to set off structurally independent elements such as references to a graph or an appendix.

- Use parentheses to attribute a quotation to its original source.

- Do not use two or more sets of parentheses back to back. Instead, join pertinent information with a semicolon.

- Place the period outside the closed parentheses for in-text citations (with the exception of block quotes). Avoid using parentheses within parentheses. Instead use brackets inside the parentheses.
Mechanics: Parentheses

A. I tend to overuse parentheses (which is wrong, simply wrong). Sometimes, a comma will suffice. **No**

B. APA style is to use a comma between the author’s name and date (in parenthetical citations (Adams, 1989)) but IEEE uses brackets around a reference number ([14]). **No**

C. Figure 2 shows what happens when you poach a fish but here (Figure 1) you will see how much better it is fried. **Yes**
Apostrophes

- Use an apostrophe to indicate possession.
- Use an apostrophe to indicate where letters have been omitted in a contraction. However, in academic writing, only use contractions if they appear in a direct quote.
- Use an apostrophe to indicate where numbers have been omitted in an era.
- Do not use an *apostrophe s* to indicate a decade.
- Do not use apostrophes to indicate plural nouns.
- Only use an apostrophe to indicate possession or omission. That’s it!
Every time you use an apostrophe to make a word plural, a puppy dies.
Measures: Apostrophes

A. He could not stop eating pancake’s. **No**

B. A puppy’s love is forever. So, too, is its incredible ability to shed. **Yes**

C. The CIA’s policy is to exclude all weapons from the building. **Yes**

D. Have you learned your ABCs? **Yes**

E. The girl’s from Queens flaunted their ’80s hairstyle. **No** **Yes**
Commas

- Use commas to separate each element in a list.
- Use a serial comma, or Oxford comma, to indicate the final list item and to eliminate ambiguity.
- Use commas to set off non-essential information; details that do not change the interpretation of the subject. This is an example of a nonrestrictive modifier.
- Do not use commas to set off essential information. This is an example of a restrictive modifier.
- Use commas to set off introductory elements, including single words and phrases, from the main clause.
- Use a comma on either side of the year when giving a month-day-year date.
- Do not use commas with dates if any element of the date is missing, or when using DDMMYYYY format.
- Use commas to surround a city/state or city/nation in a complete sentence.
U.S.

Lack of Oxford Comma Could Cost Maine Company Millions in Overtime Dispute

By DANIEL VICTOR  MARCH 10, 2017

Oakhurst Dairy trucks lining up in Portland, Me., in 2006. (AP Photo/Washedash/Associated Press)
The debate over commas is often a pretty inconsequential one, but it was anything but for the truck drivers. Note the lack of Oxford comma — also known as the serial comma — in the following state law, which says overtime rules do not apply to:
The canning, processing, preserving, freezing, drying, marketing, storing, **packing for shipment or distribution of:**
(1) Agricultural produce;
(2) Meat and fish products; and
(3) Perishable foods.
Does the law intend to exempt the distribution of the three categories that follow, or does it mean to exempt **packing for** the shipping or distribution of them?
Delivery drivers distribute perishable foods, but they don’t pack the boxes themselves. Whether the drivers were subject to a law that had denied them thousands of dollars a year depended entirely on how the sentence was read.
If there were a comma after “shipment,” it might have been clear that the law exempted the distribution of perishable foods. But the appeals court on Monday sided with the drivers, saying the absence of a comma produced enough uncertainty to rule in their favor. It reversed a lower court decision.
Mechanics: Commas

A. The Soldier was happy to see his parents, his teacher, and his mentor.  Yes

B. The Soldier was happy to see his parents, his teacher and his mentor.  No

C. Toward the end of the conflict the economic growth had become stagnant.  No

D. Since its inception, the Department of Homeland Security has faced funding challenges.  Yes
Mechanics: Commas, con’t.

A. I like my cat, Para, more than I like my other cat Medic.  
   Answer: No

B. I like my cat Para more than I like my other cat Medic.  
   Answer: Yes

C. Food that is gray makes me nervous.  
   Answer: Yes

D. Gray foods, which are completely unnatural, make me nervous.  
   Answer: Yes

E. The officer pressed on knowing it was futile.  
   Answer: No

F. The officer pressed on, knowing it was futile.  
   Answer: Yes
A. Kate Chopin’s book *The Awakening* was published in 1899.  
Yes

B. Herman Melville’s book, *Billy Budd*, never had the following that *Moby Dick* had.  
No

C. Herman Melville’s book, *Billy Budd*, never had the following that *Moby Dick* had.  
Yes

D. Once she understood the task, she excelled.  
Yes

E. Once she understood the task she excelled.  
No

F. First, let us have a big glass of water.  
Yes
A. Hitchcock’s *The Birds* was released March 28, 1963, and continues to be a huge hit. [Yes]

B. Hitchcock’s *The Birds* was released March, 1963, and continues to be a huge hit. [No]

C. Hitchcock’s *The Birds* was released 28 March, 1963, and continues to be a huge hit. [No]

D. Hitchcock’s *The Birds* was released 28 March 1963 and continues to be a huge hit. [Yes]

E. Hitchcock’s *The Birds* was released 28, March, 1963 and continues to be a huge hit. [No]

F. Hitchcock’s *The Birds* was released March 1963 and continues to be a huge hit. [Yes]
A. Her favorite places in the world are Venice, Italy, and Monterey, California. Yes
B. Her favorite places in the world are Venice, Italy, and Monterey, California. No
C. Her favorite places in the world are Venice, Italy and Monterey, California. No
D. Her favorite places in the world are Italy, and California. No
E. Her favorite places in the world are Italy and California. Yes
"Let's eat Grandma!"

"Let's eat, Grandma!"

PUNCTUATION SAVES LIVES.
Quotation Marks

- Use double quotation marks to introduce a coined or invented expression the first time it is used.

- Use double quotation marks to enclose the title of an article (the shorter work within a journal), a chapter in a book, a thesis title, or another short work mentioned in text.

- Do not use double quotation marks to introduce a word or phrase used ironically, euphemistically, or as slang.

- Use single quotation marks solely to indicate a quote within another quote.

- Use double quotation marks to indicate dialogue.

- DO NOT use single quotation marks in lieu of double quotation marks.
Quotation Marks

   - Answer: No

   - Answer: Yes

C. “No, Mr. Smith. I have not finished reading Vonnegut’s ‘Epicac’ although I have read many of his other stories in Welcome to the Monkey House.”  
   - Answer: Yes

D. Elsa was vegan but she still ate “bacon.”  
   - Answer: Yes

Colons

- Use a colon only after an independent clause (complete sentence).
- Use a colon to draw a connection between the information in an independent clause (complete sentence) and another clause or phrase.
Colon

A. Ricky was mad at his landlords: Ethel and Fred.  
   Yes

B. Ricky was mad at his landlords Ethel and Fred.  
   No

C. The act of cooking includes prepping, managing time, and cleaning often.  
   Yes

D. The act of cooking includes: prepping, managing time, and cleaning often.  
   No
Reasons to use a semicolon

- Programming
- Winky face
- Shouldn’t be in sentence
- Belongs in a sentence
Semicolons

- Experienced writers use semicolons infrequently.
- Use a semicolon to create a distinctive connection between two independent clauses (complete sentences).
- Use a semicolon to separate elements in a series when individual segments contain material that also must be set off by commas.
- Use a semicolon when not doing so will create confusion.
Semicolon

A. Most people prefer Coke over Pepsi; even the PepsiCo offices have Coke machines hidden away.  Yes

B. She handed him the summons; he was crushed.  Yes

C. He was crushed when she handed him the summons.  No

D. NPS has students from all over the world, including Istanbul, Turkey, Manama, Bahrain, and Toronto, Canada.  No

E. NPS has students from all over the world, including Istanbul, Turkey; Manama, Bahrain; and Toronto, Canada.  Yes
Em Dashes

- Use em dashes to denote abrupt changes in thought or to create emphatic pauses.
- Use em dashes within a sentence to set off an internal series separated by commas.
- Insert a dash between two words without any additional spacing.
- Use em dashes sparingly in academic writing as overuse minimizes dramatic impact and sentence variety.
Periods

- Use a period at the end of a complete sentence.
- Do not use it with other punctuation marks. (Who is there?.)
- Use for certain abbreviations (a.m., p.m.)
ACTIVITY 2

Editing test.

5 minutes.
If nothing else...

Three things to remember:

1. Find a second set of eyes to review your work.
2. Use a serial (Oxford) comma.
3. Only use an apostrophe to indicate possession or omission.
The Mission of the Naval Postgraduate School (NPS) is to provide relevance and unique advanced education and research programs to increase the combat effectiveness of commissioned Officer’s of the naval service to enhance the security of the U.S. In support of the foregone, and to sustain academic excellent NPS and DON foster and encourage a program of relevance and meritorious research which both support the need of navy and *Department of Defense* while building the intellectual capitol of Naval Postgraduate School faculty.

- Respectively your’s
The Mission of the Naval Postgraduate School (NPS) is to provide relevant and unique advanced education and research programs to increase the combat effectiveness of commissioned officers of the Naval Service to enhance the security of the United States. In support of the foregoing, and to sustain academic excellence, NPS and the DON foster and encourage a program of relevant and meritorious research which both support the needs of the Navy and the Department of Defense while building the intellectual capital of NPS faculty. Respectfully yours
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