

A Guide to Dr. Grieve's Comments on Your Writing

When you See This Symbol:	It Means This:
¶	Create a new paragraph here.
^	Insert a space here.
x m —	Delete/omit this.
REF (REF)	This section needs a reference.
SP	This word is misspelled
?	This is confusing to me.
AWK	This is awkward phrasing. Please re-write; you will probably need to write at least two, if not more, sentences.
Run-on	The circled sentence is a run-on sentence. Re-write it into two or more shorter sentences.
SF	The circled phrase is a sentence fragment. Please re-write it so it is a complete sentence.
tense	You have mis-matched tenses between subject and verb. Please make them match.
<u>client</u> ... <u>their</u>	This is a use of a plural pronoun with a singular subject. While APA style allows it, please limit the use. The number of lines underneath indicate the number of times you have done this in the section.
[]	Limit the use of the words to no more than three times.
+	Include an ampersand (&), or change "and" to an ampersand.
A ^a B ^b C ^c D ^d	These should be capitalized or made lower case.
→	Tab this material over.
	Move this material back to the left.
	Move this material to the right.

