

Checklist: The style of your writing

| Main items | Checked | Maintained |
|--|---------|------------|
| I have deleted all trivial phrases like “on”, “a study of”, “an analysis of”, or “notes on” from the title. | | |
| I have summarized and explicitly stated the main idea of the entire paper using ONE sentence somewhere in the “Abstract” section and in the last paragraph of the “Introduction” section. | | |
| I have ensured that each paragraph begins or ends with a topic sentence. | | |
| I have ensured that only ONE main finding or main idea is conveyed in each paragraph. | | |
| I have ensured that each of ALL steps of model calculation are described in the “Method” section. | | |
| When citing a reference for a statement, I have ensured that the statement comes from “Conclusion” section, rather than elsewhere, of that paper. | | |
| I had a good reason every time when I used the passive voice. | | |
| I have checked to ensure key scientific terms to be consistent throughout the manuscript. | | |
| I have kept the length of each sentence less than 30 words (e.g., within four lines), or I had a good reason every time when I intend to write a long sentence. | | |
| I have minimized the use of “hedge” to overprotect my statements. | | |
| I have ensured that ALL abbreviations are given in full at first mention. Note that although an abbreviation is composed of capital letters, the full words that define the abbreviation are not always capitalized. | | |
| I have avoided using a pronoun (e.g., this, that) alone without a noun following it. Such a use will make the antecedent of the pronoun unclear. | | |
| I have minimized nominalization and turned nouns to corresponding verbs if possible. | | |
| I have never begun a sentence with “and” or “but”. | | |
| I have ensured the sentences to be complete: only ONE subject is allowed in each full sentence. Otherwise, I have used semicolons, colons, or dashes for separation. | | |
| I have minimized the use of meaningless fillers, notably the “it... that” structure, unless I have a good reason. | | |
| I used “that” without commas with all restrictive clauses, and “which” with commas with all nonrestrictive clauses. | | |
| I have ensured no use of clusters of more than three nouns. | | |
| I have replaced imprecise quantifiers (“many”, “most”, “a lot of”, “a number of”, etc.) with more specific ones to improve my resume by making it more descriptive. | | |