Find and fix

|  |  |  |
| --- | --- | --- |
| What to fix | Change to | Why |
| Affect vs. effect | The effect; was affected by | Use “affect” as a verb and “effect” as a noun |
| the BEMP Program | BEMP | The P stands for program, so the BEMP program is redundant |
| Bosque Environmental Management Project (for example) |  | Always look up the proper name of the program, for any program. Acronyms are specific. |
| Bosque  | bosque | “bosque” = “forest” and is not capitalized unless part of the proper name “Middle Rio Grande Bosque” |
| Citations – lacking  | Proper citations  | EACH sentence with borrowed information HAS to be cited |
| Citations – indirect  |  | Cite the paper *you* read, not the paper that was cited in the source you read. Also, read the paper, not just the abstract |
| Cochiti Damn, damns  | Cochiti Dam, dams | “damn” is the swear word; “dam” is the structure |
| Cottonwood, Russian Olive (for example) | cottonwood, Russian olive | Do not capitalize common names of plants, or any animals except birds |
| cotton wood | cottonwood | One word |
| data is (This data is…) | These data are/were/show | The word “data” is plural. “Datum” is singular. |
| Dryer | Drier | “Dryer” is the machine, “drier” is not as wet. |
| e.g. vs. i.e. | e.g., i.e., | “e.g.” is “for example” and does *not* include everything. “i.e.” is “that is” or the complete list of examples |
| et al et. al et. al. et all. | et al. | “et al.” stands for “and others” where “others” is abbreviated, hence the period |
| Grams or g | g/m2 or g/m^2 | Litterfall is weighed to the nearest .1 g, but the data online are in g/m2 to account for the area of collection |
| However … | In spite of this… or Although… or something similar | “However” at the beginning of a sentence typically means “in whatever manner” not “although” |
| Hypothesis was proven/disproven  | Hypothesis was supported or rejected | You test your hypothesis, but you do not prove your hypothesis, especially in one experiment or paper |
| instillation | installation | Jetty jacks were installed (put in place), not instilled |
| invasive | Exotic vs. native | Be clear on native vs. exotic, as either can be invasive |
| Jetty Jacks | jetty jacks or Kellner jetty jacks | Not capitalized, although “Kellner” is the proper name and is capitalized |
| Levies  | levees | Levy (levies) is the tax; levee (levees) is the flood-control structure |
| Litter fall | Litterfall | We use “litterfall” as one word. You can also use “leaf fall.” Keep in mind that litterfall refers to leaves, wood and reproductive parts, and not just the leaves. |
| NM, UNM, USFWS, … | New Mexico, University of New Mexico, United States Fish and Wildlife Service, … | Acronyms have to be spelled out in full the first time you use them in text. Provide the acronym in parentheses next to the full title (or vice versa) to then use the acronym in the rest of the paper. |
| Margins  | 1 inch | Not 1.25" |
| middle Rio Grande | Middle Rio Grande | Cochiti Dam to Elephant Butte is not the middle of the Rio Grande; Middle Rio Grande is the proper name of this area |
| North, East … | north, east, south, west | Do not capitalize directions unless it is the name of a region (e.g., the Southwest) |
| Paragraph format | Use either indentation or space between paragraphs, not both | Effective use of space |
| Punctuation then citation | Citation (or end quote, citation) then punctuation. | Punctuation goes outside the citation. Quotes go before the citation. If the citation is at the beginning of the sentence, then the punctuation can go inside the quotation marks |
| references | Author last name, first. Year. 🡪 title of article. Source. | list in alphabetical order; first line is not indented, subsequent lines are indented within each reference; each reference is single-spaced, double-space between references |
| Rio Grande River  | Rio Grande | “rio” = “river” (Rio Grande River is redundant) |
| Salt cedar | saltcedar | One word (not a true cedar) |
| significant | Noticeable, notable, important, relatively large, … | In your paper, try to use “significant” if you are testing for statistical significance |
| Ssp vs. spp. |  | “ssp.” is subspecies; “spp.” is more than one species within a genus |
| Then, than |  | “Then” refers to time or “if/then” statements. “Than” is used for a comparison |
| 5 wells, 10 tubs, 2 rain gauges | Five wells, ten tubs, two rain gauges | Unless part of a measurement, spell out words ten and under |