RYAN’S RULES
For Technical Writing of Papers, Proposals, Dissertations and Theses
(Common mistakes students make gleaned from over 25 years experience)

1) always write in complete sentences, even in the Experimental section
2) thoroughly explain all concepts, don’t assume the reader knows what you are talking about
3) define all abbreviations & acronyms the first time they are used in the text, you may have to redefine or define them more than once if they appear in more than one chapter or the abstract
4) use numerals whenever units follow, otherwise write out the number, e.g. “5 sec” or “3 min”, but “five test tubes” or “three replicates”
5) always abbreviate units without a period, e.g. “sec, min, hr, V, °C, psi”
6) always leave a space between the numeral and the unit, e.g. “5.0 °C, 50 %”
7) always strive for consistency in everything that you do, e.g. if liter is abbreviated L, then milliliter is mL not ml
8) avoid contractions, use “does not” instead of “doesn’t”
9) terms taken from other languages like Latin or Greek should appear in italics, e.g. in situ, Mytilus edulis,
10) tables should have a table caption at the top, figures should have a figure caption at the bottom and not one at the top (only one caption per figure or table)
11) every table and figure should be referred to specifically or directly in the text (this will normally be the very first reference to the figure or table) then subsequent references can be parenthetical
12) any ideas, concepts, theories or possible explanations taken from other sources must be referenced
13) word for word quotations must be indicated with quotation marks and a reference
14) figures or tables taken from other work can only be used with permission and must be properly referenced
15) references should primarily consist of citations to peer reviewed journals or books and the use of trade journals (e.g., C&E News, LC-GC, etc.) should be limited as should references to web sites
16) reference lists at the end of the document must have an established and consistent format
17) use standard abbreviations for journal names (e.g. Environ. Sci. Technol. & Anal. Chem.)
18) references to “unpublished work” or “personal communications” should only be used if absolutely necessary
19) break up major sections into logical subsections with headings
20) double space all documents for proofreading and editing purposes
21) email documents to me in MS Word format