

Student name: Marisa Deshaies

Date: 6/16/12

Assignment 6: Abbreviations, Acronyms, and Numbers

Directions:

- Using Einsohn as your style manual, do a light copyediting pass to edit the style of numbers, acronyms, and abbreviations according to the specific directions for each problem.
- Use track changes.

1. For a college newsletter, you've been asked to edit a library report, changing the style of numbers to humanities, or "nontechnical," style:

To meet a diversified curriculum and the academic requirements of the College community, the libraries currently have approximately ninety-five thousand ~~95,000~~-volumes, subscribe to roughly three-hundred thirty ~~330~~ journal titles (of which about one-hundred sixty ~~160~~ are electronic), and patrons have online access through the library website to over seventy thousand ~~70,000~~ electronic books and approximately one hundred ~~100~~ online research databases. A reference librarian is available at the library for more than ninety ~~90~~ hours each week.

I changed the numerals 100 and 90 to words because Einsohn says to "spell out whole numbers less than 101" (172). A larger number is usually written numerically, but in cases where the numbers can be spelled in two words it is appropriate to use words (Einsohn 172). Therefore, I spelled the three larger numbers and used hyphens to join the parts of the two digit numbers (Einsohn 173).

2. Make any necessary edits to the sentence below (p. 228 in Einsohn might be especially helpful to you). Note that italics are acceptable to identify terms being discussed, so you can let italics stand.

She couldn't tell from the context of the passage if LED was meant to mean

Light eEmitting dDiode or *local economy development*.

The first letters in word in the term "light emitting diode" should be lowercased because "only proper nouns...are capitalized in the spelled-out version of an acronym" (Einsohn 228). I assume that the author believes her readers will understand the acronym better than the spelled-out version of the word because LED is used first in the text (Einsohn 228). "Light emitting diode" is not a proper noun or proper adjective, so I think it is safe to assume "LED" stands for "light emitting diode" not "local economy development" because most readers associate "LED" with light.

Formatted: Indent: Left: 0"

3. Edit the following passage in humanities (nontechnical) style. Note that you may rephrase slightly as needed.

Seventeen twenty-seven ~~1727~~ was an eventful year for the Puritans: Not only did George I die, but also the famous Boston earthquake frightened many of the faithful. That fault line continued to create tremors, not only in the eighteenth ~~18th~~ century and nineteenth century but also in the 1980's and as recently as 2010.

I wrote out the year in numerals because, "... A sentence must never begin with a numeral. Thus a copyeditor must either spell out the numeral or reword the sentence," (Einsohn 171). I think that writing the year out in numerals is easier on readers' eyes than if I left the term in numeric spelling. *Twenty-seven* is hyphenated because, "in spelled out numbers, hyphens are used only to join the parts of a two digit number," (Einsohn 173). Einsohn discusses that Roman numerals are used when the term applies to a king; therefore, I left *George I* alone (187). Next, I switched 18th to eighteenth because, "In nontechnical texts...the convention is to spell out whole numbers less than 101--except for percentages, years and dates, page numbers, and chapter numbers..." (Einsohn 172). Einsohn also mentions that an apostrophe is not necessary when indicating omission when writing about decades (95).

4. Edit numbers in "technical" style in the following sentence:

Nearly 15% ~~percent~~ of subjects reported an increased sense of satisfaction, with 100 ~~one hundred~~ individuals returning surveys during the 6 ~~six~~-month period and another 75 during the subsequent 18 ~~eighteen~~-months.

Technical editors, "prefer numerals to spelled-out numbers because numerals are easier to read and locate and take up less space than spelled out numbers." (Einsohn 172). I used

numerals for *6th-month period* because usually "only whole numbers less than ten that do not represent precisely measured quantities" are spelled out (Einsohn 172). In my opinion, *6-month period* is a measured time frame. To comply with consistency, *18 months* is also written numerically (Einsohn 173).

I changed *percent* to a symbol; according to Einsohn, "To express percentages, a numeral and the percentage sign are used in technical documents" (177).

The author correctly wrote out the term 75. In order to follow Einsohn's suggestion that "all numeric values of the same class or type are treated similarly in the text" (173), I used numerals for 100 because I understand the author is discussing the same set of people mentioned in the seventy-five group.

5. Edit the following sentence:

She has an interesting educational background: she earned a B.A.'s in both chemistry and English, an M.F.A. in creative writing, and a Ph.D. in library science.

I corrected the academic degree abbreviations with periods—academic degrees are always abbreviated and the terms are separated with periods (Einsohn 217). In addition, I removed “a” and “both” to remove what I felt was an overly colloquial feeling to the sentence. In doing so, I needed to add an apostrophe to “B.A.”, so I followed Einsohn’s suggestion about using apostrophes with internal periods in plural terms (134). Einsohn says that “plurals are rarely used in formal writing”, but with three different academic terms in one sentence I felt there would be too much wordiness at once if all the terms were spelled out (134).

6. What recommendations would you make to the author of this sentence? What does Einsohn call the style problem illustrated in this sentence?

For the BER project, it’s crucial that new hires have a BA or MA in Web design, expertise in UI, CSS, and responsive design, and the availability to report to HQ asap.

I would recommend that the author review the style formatting for acronyms and abbreviations. Each of the abbreviations and acronyms in this sentence needs to be edited. As his editor, I would like to rework each of these terms, but I am unsure about how to do so because I do not know the style—technical or non-technical—that the author is working under. For example, two of the terms (out of all I would work with) I would edit are the academic degrees (periods between the letters) (Einsohn 217). I would

Formatted: Indent: Left: 0"

recommend the author spell out “UI” and “CSS” before using the acronym, but as I do not know if the terms have already been mentioned in the text, I would be willing to negotiate on this process. The style problem in this sentence is called “alphabet soup” (Einsohn 229): there are too many acronyms at once that readers may not recognize in this sentence. I strongly recommend the author rework this sentence before final submission.

7. Your managing editor has asked you to edit an article, putting the numbers into technical style:

One of the largest and most demanding medical studies ever performed on humans, the Multiple Risk Factor Intervention Trial (known in the medical world by its initials, as MR FIT) involved ~~28~~ ~~twenty-eight~~ medical centers and ~~two~~ ~~250~~ ~~hundred fifty~~ researchers and cost \$115,000,000. The researchers screened 361,662 men and deliberately chose subjects who were at very high risk to ensure that they achieved a statistically significant result. They cut cholesterol consumption by ~~42%~~ ~~forty-two percent~~, saturated fat consumption by ~~28%~~ ~~twenty-eight percent~~ and total calories by ~~21%~~ ~~twenty-one percent~~. Yet even then they didn’t succeed. Blood cholesterol levels did fall, but by only a modest amount and, more importantly, coronary heart disease was unaffected.

In technical style numbers larger than ten are written numerically, so I changed “twenty-eight”, “two-hundred fifty”, and all the percentages to numerical form (Einsohn 172). The percentage symbol was also substituted for the word “percent” per technical style format (Einsohn 177).