

Check-list for Draft Reports, Papers and Theses

The manuscript is complete ... as though I were about to submit it (there are no missing figures, references or incomplete sections).

I have

- used a spell checker to scan the text,
- carefully proofread the text,
- if relevant, asked a native English speaker to proofread the manuscript.

In addition I have checked that:

- there is a thin non-breaking space between a value and its units and ensured the units are not set in italic (math mode),
- there is no space before a comma, colon, semicolon or full stop but there is a space after the punctuation mark,
- parentheses are not ‘nested’, e.g. use “was coloured turquoise (as noted by Sprat, 1962)” **not** “was coloured turquoise (as noted by Sprat (1962))”,
- all figures and tables are referenced in the text in sequential order and that they have not been allowed to float more than one page from their first reference,
- equation variables are defined,
- abbreviations are defined and only used if they occur three or more times in the text,
- abbreviations and acronyms are spelt out the first time they are used and are followed by their shortened form in parentheses, e.g. quasi-biennial oscillation (QBO) **not** QBO (quasi-biennial oscillation),
- equations use symbols and not abbreviations,
- variables in the text are set as they are in equations (e.g. scalar variables should be in italics),
- a hyphen (-), an en dash (–) or an em dash (—) has been used as appropriate,
- values are given to the appropriate number of significant figures,
- numbers in standard form are set as e.g. 2.0×10^{-3} not as computer notation e.g. 2E-3.

Also

- I have **not** used the first person, singular or plural, within the body text.
- Generally there is no comma after e.g. or i.e.
Note that e.g. and i.e. are usually set e.g.\`\` and i.e.\`\` to avoid L^AT_EX assuming they represent the end of the sentence and inserting a double space.
- Text within figures is set in the same font as the body text and has a sufficient size to be easily legible.
- The use of forward references is minimal.