

## General Editorial Guidelines

1. Words beginning with *non-*, *pre-*, and *pseudo-* are usually not hyphenated.
2. Words beginning with *quasi-* and *self-* are usually hyphenated.
3. Do not use “*cf.*” instead of *see*. It means to confer, compare. It should be used to indicate that another point of view will be found in the reference.
4. Bibliographic reference numbers should not be used as a subject or object of any sentence. They are parenthetical remarks.
5. All quotations must have reference and page numbers—(14, p. 120). Citations of results from a book or long article must contain a theorem number, page number, or other specific reference, e.g., [11, p. 42] or [17, Lemma 3.4.2].
6. Do not capitalize mathematics, calculus, the names of theorems, e.g., fundamental theorem of calculus, mean-value theorem, Picard’s theorem, etc., in most situations.
7. Use commas around *i.e.* and *e.g.*
8. Do not abbreviate. Spell out respectively, if and only if, section, chapter, exercise, figure, etc. An exception is p. for page, or pp. for pages.
9. Theorems, corollaries, lemmas, propositions, etc., are not part of the previous sentence. The word theorem (corollary, etc.) is a heading and the text following should be a complete sentence or sentences.
10. Use the correct title for your references.  
Bibliography—suggested reading on topics covered in your book.  
References—works you used to prepare your book.
11. Hyphenate two or more words serving together as an adjective, e.g., *right-hand side*, *long-range plans*, *three-dimensional object*, *first-order equation*, etc.
12. Periods and commas should be placed inside quotation marks. Semicolons and colons are placed outside quotation marks.
13. First, Second, Third should be used instead of Firstly, Secondly, Thirdly, etc.
14. Coauthor is used without a hyphen.
15. List a list; do not run it into a sentence.

16. Avoid the comma splice error. Use a semicolon or a full stop.
17. Distinguish carefully between *that* and *which*.
18. Avoid lengthy or numerous parenthetical remarks.
19. Do not use *presently* when you mean *now*.
20. Avoid references to “above” or “below.” Be precise — label and cross reference by label.
21. Avoid “a number of,” a locution without content. Tell us: many, few, one, over a hundred, etc.
22. Avoid the misplaced *only* error.
23. Use `\cdots` and `\ldots` correctly:  $1 + 2 + \cdots + 6$  and  $3.14\dots$  or  $1, 2, \dots, 8$ .
24. Use en and em dashes correctly. An en dash (two hyphens in TeX) should be used between page numbers, dates, etc. An em dash (3 hyphens in TeX) is used in sentences, the Chicago Manual of Style gives many examples of its appropriate use. A 3-em dash (9 hyphens in TeX) is used in references to indicate that the author is the same as in the previous reference.

### Further Reading

Gillman, Leonard. *Writing Mathematics Well*. Washington, DC: MAA, 1987. ISBN 0-88385-443-0

Higham, Nicholas J. *Handbook of Writing for the Mathematical Sciences*, second edition. Philadelphia: SIAM, 1998. ISBN 0-89871-420-6

Krantz, Steven G. *A Primer of Mathematical Writing*. Providence, RI: AMS, 1997 (reprinted with corrections 1998). ISBN 0-8218-0635-1