

Code Explanation (Points off: 1g = Minus one grammar point, -1c = Minus one content point, etc)**Clarity, Conciseness, and Redundancy**

- PER Write in third person only. Avoid these pronouns: I, me my, you, one, your, we us, our. See [point of view](#) or [generic pronoun info](#) **(-10g per paragraph for SP & Year 1, per occurrence for rest)**
- Q Do not ask questions in your papers. You need to make statements. **(-1g)**
- PV Revise passive voice for active voice. See [extra grammar](#). CHANGING PAST TENSE (*WAS THROWN*) TO PRESENT TENSE (*IS THROWN*) DOES **NOT** FIX PV. Example: *The ball was thrown by the boy.* Change to: *The boy threw the ball.* **(-1g)**
- HV Omit "be" auxiliary or helping verbs (unless absolutely necessary): is / are, was / were, be / being Example: *The author argues that...* (concise) versus *The author is arguing that...* (wordy) **(-1g)**
- SR Avoid self-referential phrases like: this paper will, this paragraph will, this essay will, this quote, here he says... **(-1g)**
- SUB Avoid these nouns in sentences: thing(s), the reader, the audience, today. Focus on the author and the thesis. **(-1g)**
- IGNOR In whole essay, you made some corrections, but ignored other errors marked up last time. All errors you completely ignore (no attempt made at fixing them) count off double. I add "x2" to points-off on errors you ignore. See [extra grammar](#).
- ZERO Zero or very few error corrections attempted from last time. I work hard to report errors; I expect student to at least attempt fixes. Essay being returned is same as last time. See [extra grammar](#). **(Max grade improvement: C/C)**
- AGAIN You have made progress in your corrections, but still have more to do. Correct more and send back for another regrade.
- WORD This is a reward for the well-use of an uncommon word **(+1g, that is, it improves your grade)**

Organization and Content

- GGB Grammar-Grade Boost: Letter grade is higher than points-off implies because of good content. **(improves grade)**
- PLAG Avoid plagiarism **(-100g & -100c)**
- TERSE/PL Paragraph length should be at least 8 lines long and no longer than one page. Intro and concluding paragraphs might be ok with just 6, but 8 will normally be necessary to get full credit. **(-2c -2g per missing line)**
- INS Insert missing words that follow this comment or supply your own. **(-1g)**
- NWYM Not What You Meant (I hope). I can guess what you meant, but wording implies something different. **(-2c)**
- TRANS Include a transitional sentence at the end of every paragraph except the conclusion. See [extra grammar](#). **(-2g)**
- CONT/ABR Contractions, abbreviations, or special symbols (like &) are not allowed. **(-1g)**
- QU Two (one for SP) quotes required per inner paragraph. **(-10c)**
- QL Quote is longer than 3 lines. Block it. See "**Block Quote**" in [citation guidelines](#) for more info. **(-2g)**
- QM Quote mangled. Go back to source and accurately copy quote into essay. **(-2c)**
- HALF More than ½ of paragraph taken up with quotes. **(-10c)**
- TI Need translation initials after Bible citation. Be sure period follows citation, not quote. **(-1g)**
- ? Sentence structure needs to be rearranged in order to make sense. **(-2g)**
- AWK Awkward wording; rearrange. Sentence is readable, but just barely. **(-1g)**
- URL Wrong URL, format, placement, or some other problem. See "**Citing from Web**" in [citation guidelines](#). Be sure your URL points to the actual article you are quoting and not simply a generic site. **(-5c)**

Basic Grammar

- BEG Never begin a sentence with *And, Because, But,* or whatever lame word is highlighted. **(-1g)**
- FRAG Fragments, incomplete sentences. See [sentence fragment](#). **(-10g)**
- RO Run-on sentences. Needs either semicolon (without *and*) or a comma (with the *and*). Note punctuation following "RO" in comment in your essay. See [extra grammar](#) and [comma usage](#). See also CS and NC for related info. **(-5g)**
- NC No Comma. The two parts of the sentence between the conjunction (such as *and*) are not complete sentences, so no comma is allowed (*John hit the ball and ran to first base*). See RO and CS for related info. **(-1g)**
- CS Comma splices. Do not use just a comma to separate two sentences. See RO and NC above and [comma splice](#). Note: It is almost never correct to "fix" CS by simply removing the comma. **(-2g)**
- SB Sentence Break. Break into two or more sentences. Insert period(s) and start new sentence(s) with capital. **(-2g)**
- SJ Sentence Join. Join into one sentence. Remove period, fix capitalization. **(-2g)**
- SWC Surround with commas. Ex: "His mother, *queen Gertrude*, has ..." not "His mother *queen Gertrude* has ...". Commas are needed when the phrase is explanatory but not strictly necessary. **(-1g)**
- SP Typos and spelling errors **(-2g)**
- AGR Subject-verb agreement example: "The *nation* is free..." "The *people* are free..." Pronoun-antecedent example: "Each of the women had her reasons for opposing the plan." See [subject verb agreement](#) **(-2g)**
- VT Verb tense. Do not change verb tenses (past, present, future) in a paragraph, esp in a sentence. See [verb tense](#). **(-1g)**
- POSS Should be possessive (singular or plural). Ex: "the *store's* window" not "the *stores* window." See [possessive usage](#). **(-1g)**
- PLUR Should be plural, not possessive. For example, "...*two books* on it" not "...*two book's* on it." **(-1g)**
- TH Should be *that* (no comma) because this begins a restrictive clause. See [extra grammar](#). **(-1g)**
- WH Should be *, which* (comma before *which*) because this begins a nonrestrictive clause. See [extra grammar](#). **(-1g)**

Punctuation Errors

- PUNCT Missing (look after PUNCT in the comment) or extra commas, semicolons, periods, hyphens, apostrophes, quotation

- marks. No exclamation marks allowed! See [comma usage](#), [colon usage](#), and [semicolon usage](#). **(-1g)**.
- PP Period placement. **Inline quote:** When citation ends a sentence the period belongs after the citation, NOT inside the quote. Only put the period inside the quote if it ends the sentence and there is no citation (which is rare). **Block quote:** Period belongs after the quote, but before the citation. See [citation guidelines](#) and look for "Place the period." **(-1g)**
- C Capitalize titles or major works such as books, movies and plays. Also capitalize God, Jesus and pronouns referring to God and Jesus. See [capitalization](#) or [more on capitalization](#). **(-1g)**
- LC Change to lower case. **(-1g)**
- EL Only use ellipses (three dots in a row: ...) in the middle of a quote. Do not use them in your sentences, at beginning of quote, or at end of quote. **(-1g)**
- HYPH Add hyphen inside or between words. Ex: "...his life-long friendship with John." **(-1g)**
- QIQ Quote-in-quote: Use double quote marks ("") around complete quote and single quote marks (') around quote-within-quote. At times this requires double and single quotes together: "'I saw that,' John said." **(-1g)**
- QS Quote Separation: Separate intro and quote with comma (intro a dialog tag: ...they said, "Glory to God...") or colon (intro a complete thought: At His birth all of heaven rejoiced: "Glory to God..."). See punctuation following "QS" in comment in your essay. **(-1g)**
- QB Quote Begin: When a quote is part of a clause rather than standing on its own as an independent clause, it must be lowercase. If it was originally uppercase, do this: *The Bible teaches that "[s]in entered..."* Brackets show you changed the original text. **(-1g)**

Style

- INF Informal. For example, describing something as *really bad*. See [informal](#). **(-1g)**
- W Wordiness. **Ex 1:** "The Bible says" not "In the Bible it says that" **Ex 2:** "is" not "is and always will be" **(-1g)**
- HL Hyperlink: URLs can be ok, but hyperlinks never are. **(-2g)**
- NUM Write out numbers of one or two words: ninety-five, one hundred, two thousand, etc. **(-1g)**
- REP Repetitive. Selected words are repeated too many times. Use other words for variety. **(-1g)**
- WW Weasel Words: Be definite. **Example:** "This seems to be unbiblical" should be "It is unbiblical" **(-2g)**

Formatting

- ALIGN Adjust line per the code following comment: **LJ:** Left-Justify; **RJ:** Right-Justify; **CEN:** CENTER. For **RJ** & **CEN**, use button provided by your word-processor; do NOT "push" text with spaces in front. **(-1g)**
- DS Body of essay must be double-spaced. **(-10g)**
- SS Header and block quotes must be single-spaced. **(-1g)**
- BQ Block quote format incorrect (quote marks, period placement, line spacing). See [citation guidelines](#) for more info. **(-1g)**
- REV Reverse. Ex: *...in the park).* not *...in the park.)* **(-1g)**
- IS Insert space. **(-1g)**
- RS Remove space. **(-1g)**
- RL Remove 1 blank line. If there are two blank lines, and this is on only one of them, only remove the one. **(-1g)**
- LB Line break: Do not break a line before the right margin. This usually occurs when you insert a "hard return" at the end of a line. Instead, let the text "flow." **(-1g)**
- BL I added Blank Lines between paragraphs to properly display comments. After corrections remove all these lines.
- ABL Add 1 blank line above or below the current line depending upon what follows this code. **(-1g)**
- TITLE Title should be centered and same font as rest of essay. Insert 1 blank line above and below it. **(-1g)**
- IT *Italicize Title.* Not the title of your essay, but the title of almost any book you reference (except Bible or its books). See [citation guidelines](#) for more details. **(-1g)**
- QT Quote Title: Minor works, such as essays, articles, etc, do NOT italicize titles. Instead, surround with quotes. See [citation guidelines](#). **(-1g)**
- PARA Paragraphs may be blocked (first line not indented) or indented (first line only), not both kinds in same essay. When blocked, skip an extra line space between paragraphs; when indented, do not skip extra line space. **(-1g)**
- INCH Format whole essay to 1 inch margins. Note: This does NOT refer to indenting the first line of a paragraph. **(-5c & -5g)**
- PS Paragraph Spacing. See [extra grammar](#) for proper setting of MS Word paragraph settings.
- FS Font size for header, title, and body must be 12-point. **(-5g)**
- FC Font Change. Header, title, body, and quotes (the whole essay) must stay in same font **(-2g)**
- CITE Citation format wrong **(-2g)** or missing **(-5c)**. See [citation guidelines](#).
- SUBCITE Subsequent CITE. Citations after the first usage leave out the title. See [citation guidelines](#) beginning with "On subsequent quotes." **(-1g)**
- H1 Header (separate section at top of each page) needs 1 blank line at its bottom to separate it from text below it. **(-1g)**
- HEAD Header should consist of name, class day and year, and date assignment is due. It should be aligned at the upper right-hand side of the first page & be single-spaced unlike rest of essay. Incorrect **(-1g)** or missing **(-5c)**: **Example:**

Stanley Student
Year 1, Southlake
April 19, 2021