



# FINAL IMPROVEMENTS



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- Categorical opinions should be avoided (recommended: “It appears/seems”, “It can be accepted/concluded”, etc.).
- It is better to use an impersonal form of narration.
- It is necessary to eliminate spelling, stylistic, punctuation and “typo” mistakes (e.g. a lack of a single letter).
- Repetition of words in sentences close together should be avoided.
- Make sure that the hyphenation is correct, and eliminate so-called widows and orphans.
- The paragraph indentation should not be made by a space.
- “Enter” often helps to solve problems with typesetting and text make-up.
- Use uniform bullet point style in the whole thesis.

# NUMBERS

- Use the uniform style of date format: 17 July 2020 or 17.07.2020.
- Chronological framework or range should be written using a n-dash (alt + 0150) without spacing, e.g. 2011–2014, 3–5 people, p. 2–6.
- Two, three and four-digit numbers are written together (e.g. 8275), while for numbers of at least five digits use a three-digit spacing counting from the right (e.g. 89 765). Do not use dots or commas, as they change the value of the number.
- A hard space prevents the words between which it stands from being separated. The key combination is **Shift+Ctrl+Space**. A hard space is usually used for large numbers (e.g. 20 000), or initials of names (e.g. T. Bigo).

# PROOFREADING MARKS

## (CONVENTIONAL MARKS FOR MARKING ERRORS IN THE TEXT)

Marks & Meanings	Examples
 capitalize	They fished in lake tahoe. 
 make it lowercase	Five \$tudents missed the \$us. 
sp. spelling mistake	The day was cloudy and cold. 
 add a period	Tomorrow is a holiday 
 delete (remove)	Kim knew the <del>the</del> answer. 
 add a word	<sup>pups</sup> Six  were in the litter.
 add a comma	He ate peas  corn  and squash.
 reverse words or letters	An otter swam in the  bed  .
 add an apostrophe	The child's bike was red. 
 add quotation marks	 Why can't I go?  she cried.
# make a space	He read <sup>#</sup> twobooks.
 close the space	Her favorite game is soft  ball.
 begin a new paragraph	We had fun.  Next we went to

# TYPEFACE

- Regular font (antique) – the main text
- *Italics* – for titles of books and articles, foreign words and phrases
- **Bold** – for titles of thesis, chapters, and subchapters
- LETTER CASE – for title of a thesis or chapters, and subchapters
- SMALL CAPS – for title of a thesis or chapters, and subchapters
- Space-out letters – for highlighting single words or phrases to which the author wishes to draw attention to
- Underline text – rarely used to highlight single words or phrases