



# Part One

# Manuscript Form





# Contents



Arrangement

Capitalization

Word Division

Punctuation



# Arrangement



## 1. Rules for leaving margins

- ❖ (1) it is better to write on every other line and I've enough space for correction.
- ❖ (2) leaving margins: leave margin on each side of the paper about two centimeter at the top, a centimeter and a half at the left, the right and bottom.
- ❖ (3) Indent the first line of every paragraph, and leave a space of about four or five letters.



# Arrangement



## 2. Rules for writing the title

- ❖ 1) **Position:** in the middle of the first line
- ❖ 2) **Writing:** Capitalize all the words from the first to the last of the title (including words following hyphens in compound words) **except articles, coordinating conjunctions (*and, or, but, nor, for*), prepositions, and the *to* in infinitives:**

e.g.

*My First Visit to the Palace Museum*

*The People without a Country*

*What Can the Artist Do in the World of Today?*

*The English-Speaking People in Quebec*



# Arrangement



- ❖ No period is used at the end of a title. Use a question mark if the title is a direct question, but do not use one if it is an indirect question. Use quotation marks with quotes or titles of articles; and underline (or italicize if you use a computer) names of books.



# Arrangement



## ***Practice:***

- ❖ my visit to the palace museum
- ❖ My Visit to the Palace Museum
- ❖ the people without country
- ❖ The People without Country
- ❖ rules to abide by
- ❖ Rules to Abide By
- ❖ what does the reform mean to china
- ❖ What Does the Reform Mean to China?



# Arrangement



## 3. Rules for indenting:

- ❖ (1). Indent the first line of every paragraph
- ❖ (2). Leave a space of four to five letters.



# Arrangement



## 4. Rules for paging:

- ❖ Use Arabic numerals without parenthesis or periods at the upper right corner or the bottom right corner of all pages.



# Sample



## Five Hundred Times

- ❖ In the traffic court of a large mid-western city, a young lady was brought before the judge to answer a ticket given her for driving through a red light. She explained to his honor that she was a school teacher and requested an immediate disposal of her case in order that she might hasten on to her classes. A wild gleam came into the judge's eye. "You are a school teacher, eh?" said he. "Madam, I shall realize my lifelong ambition. Sit down at that table and write 'I went through a red light' five hundred times."





# Capitalization

## 5. Rules for Capitalizing:

- ❖ The following words should be capitalized:
  - ❖ (1). The first words of sentences  
(including sentence fragments treated as sentences and sentences put between quotation marks)
  - ❖ (2). The key words in titles
  - ❖ (3). The proper nouns



# Capitalization



*e.g.*

- ❖ He said, “My trip to Mount Tai was interesting but tiring.”
- ❖ “My trip to Mount Tai, ” he said, “was interesting but tiring.”
- ❖ I asked, “ When do you usually go home?”
- ❖ She answered, “At weekends.”



# Capitalization



*e.g.*

- rules to abide by
- Rules to Abide By
- what can we do in the world of today?
- What Can We Do in the World of Today?
- a letter to a friend
- A Letter to a Friend



# Capitalization



**Common nouns that are the parts of proper names should be capitalized:**

## Common nouns

- ❖ a famous university
- ❖ a broad street
- ❖ A large lake
- ❖ the president of the university
- ❖ labor, day

## Proper nouns

Peking University  
Chang' an Street  
Lake Erie  
President Brown  
Labor Day



# Capitalization



- ❖ Words derived from proper names are usually capitalized:
- ❖ Marxist      Darwinism      Confucian  
Latinize      Vietnamize



## ❖ 6. Rules for word division:

1. Only words that have more than one syllable should be split. You usually split words according to their syllables.
2. To split a compound word (two words that make one word when put together), put the hyphen between the two complete words.
3. Words that end with a suffix like -ing” or -tion” should be split right before the suffix begins.
4. Words that begin with a prefix like un” - or pre-” should be split right after the prefix.



# Word division



5. Divide hyphenated words only at the hyphen.
6. Divide two-syllable words with double consonants between the two consonants.(flan/nal)
7. Do not write one letter of a word at the end or at the beginning of a line, even if that one letter makes up a syllable, such as a/lone, trick/y.
8. Do not put a two-letter syllable at the beginning of a line, like hat/ed, cab/in.
9. Avoid separating proper names of people or places, like Chi/na, Aus/ten.



# Word division



10. Do not divide words in a way that may mislead the reader: pea/cock, re/ally.
11. Never split a word such that the last line of a paragraph consists only of the second part of the word.
12. Never split an English word between two letters that form one sound, i.e. -ea-, -th-, -sh-, etc.



# Word division



## 6. Rules for word division:

- ❖ One-syllable words like **through**, **march**, **brain** and **pushed** cannot be divided.
- ❖ Do not write one letter of a word at the end or at the beginning of a line, even if that one letter makes up a syllable, such as **a·lone**, **trick·y**.
- ❖ Do not put a two-letter syllable at the beginning of a line, like **hat·ed**, **cab·in**.
- ❖ Avoid separating proper names of people or places, like **Chi·na**, **Aus·ten**.



# Word division

- ❖ Divide hyphenated words only the hyphen: **father-in-law**, **empty-handed**.
- ❖ Do not divide words in a way that may mislead the reader: **pea·cock**, **re·ally**.
- ❖ Do not divided the last word on a page. Instead, write the whole word on the next page.
- ❖ Divide words with prefixes or suffixes between the prefix or suffix and the base part of the word: **re·state·ment**, **un·relent·ing**.
- ❖ Divide two-syllable words with double consonants between the two consonants: **strug·gle**, **shat·ter**.





# Word division

## ❖ Practice:

Divide the following words according to general rules:

bookmark airplane far-reaching afternoon bumblebees

drainpipe weakfish dreamland sister-in-law setting

handy correctness gratitude bonus permission

sociable thought dictatorship far-reaching looking

affection preview undertake unvoiced elision

grading elevation movement



# Punctuation



- ❖ Full Stop (Am. period)
- ❖ Question Mark
- ❖ Exclamation Mark
- ❖ Colon
- ❖ Quotation Marks
- ❖ Comma
- ❖ Semicolon
- ❖ Hyphen
- ❖ Dash
- ❖ Slash
- ❖ Parentheses
- ❖ Square Brackets (Am. Brackets)
- ❖ Dots
- ❖ Apostrophe

句号 (.)

问号(?)

叹号 (!)

冒号 (:)

引号(“ ”)

逗号 (,)

分号 (;)

连接号 (-)

破折号(---)

斜线号(/)

括号()

方括号[ ]

英式省略号(...)

撇号, 名词所有格符号 (')



# Punctuation



- ❖ Period
- ❖ Comma
- ❖ Question mark
- ❖ Exclamation mark
- ❖ Quotation marks
- ❖ Semicolon
- ❖ Colon
- ❖ Dash
- ❖ Parentheses
- ❖ Hyphen



# Punctuation



❖ **Period:** The end of a sentence. Each sentence should have one subject and one main idea. When you end a sentence, you feel that you have said enough about that main idea.

*e.g.*

1. I am a teacher.
2. I enjoy teaching.
3. I love my students.



# Punctuation



## Comma:

- ❖ Separates one part of a sentence from another part.
- ❖ Do not use a comma to join two coordinate clauses.

*e.g.*

1. People like to eat junk food, like hamburgs, because it tastes good.
2. If you sell, then I'll buy.
3. I like to go to the beach, usually.



# Punctuation



## Question Mark:

- ❖ The end of a direct question.
- ❖ Do not use one at the end of an indirect question.

*e.g.*

1. Are you an English major?
2. Do you enjoy learning English?
3. I asked him if he was an English major.



# Punctuation



## ❖ Exclamation Mark:

❖ Use exclamation mark only after words that express very strong emotion.

*e.g.*

1. What a day!

2. How nice!



## Quotation Marks:

- ❖ Put direct speech between quotation marks.

*e.g.*

1. “Are you an English major?”
2. “Yes, I am.”
3. “Do you enjoy learning English?”
4. “Of course, I do.”



# Punctuation



## Semicolon:

- ❖ Keep it between two parts which, grammatically, should be two sentences together.
- ❖ Two subjects, one idea.

*e.g.*

Many people believe that organic food is safer to eat; but can we be sure that organic food is safe enough to make it worth paying the higher prices?



# Punctuation



## ❖ Colon:

- ❖ Shows that the short phrase you have just written will be explained in the words that follow the colon.

*e.g.*

People lie for many reasons: to avoid getting in trouble, to make people think they have done something good, and to keep people from feeling sad.



# Punctuation



## ❖ Dash:

## ❖ Sets off aside.

*e.g.* I wish I could go back in time—if that were possible—and tell her I love her.

## ❖ Allows a subject change in an add-on.

*e.g.* People eat junk food even though they know the harms—and restaurants love them for it.



## Parentheses:

- ❖ **Holds a less important phrase. Different grammar can be used within parentheses, (and the reader knows not to forget the main point outside of them).**

*e.g.*

1. If there were no money, (just imagine for a moment), would people still work hard?
2. Many people believe that US soldiers have already found Osama Bin Laden, (but there is no proof).
3. Feel free to call me anytime, (158\*\*\*\*\*), or send me email.



# Punctuation



## Hyphen:

- ❖ **Used to show that one thing has two characteristics.**

*e.g.* The indigo-blue sky spread out over the ocean.

- ❖ **Used to join two or more words into one meaning.**

*e.g.* 1. The nail-gun is easier to use.

2. a 19-year-old girl

3. Hillary Rodham-Clinton

4. artificially intelligent life-forms

5. self-sacrifice, self-fulfillment, self-control



# Punctuation



## Attention:

- ❖ Do not use a comma to join two coordinate clauses; use a comma and a conjunction, or a semicolon.
- ❖ A period is a dot (.), not a tiny circle (。), which is used in written Chinese.
- ❖ Pay attention to the way the three sentences are punctuated.

e.g. **She said,** “ We have decided to take the examination.”

“We have decided to take the examination,” **she said.**

“We have decide,” **she said,** “to take the examination.”

- ❖ The quotation and “she said” are treated as one sentence; only the first word of the question has to be capitalized.



# Handwriting



- ❖ Write carefully so that your handwriting can be read easily.
- ❖ When you want to cross out a word, so not use brackets to enclose it, but draw a thick line across it.
- ❖ When you want to add a word, write it above, not below, the line of words you have written with a clear sign showing where it is inserted.



# Practice



## ❖ Exercises:

1. Each of the following spaces below is preceded by an "opportunity for error" in capitalization. If the word is capitalized correctly, write a C in the space; if it is incorrect, write an I (use capital letters).



# Practice



- ❖ 1) Dr. Goldberger traveled through the Southern \_\_\_\_\_ part of Pennsylvania \_\_\_\_\_ to get to the conference on Victorian \_\_\_\_\_ poetry \_\_\_\_\_.
- ❖ 2) Many of the students in the introduction \_\_\_\_\_ to Microcomputers course at the University \_\_\_\_\_ of Hartford \_\_\_\_\_ last fall \_\_\_\_\_ preferred using \_\_\_\_\_ Macintosh Computers \_\_\_\_\_ rather than the PC's \_\_\_\_\_ provided in the Lab \_\_\_\_\_.
- ❖ 3) My favorite uncle \_\_\_\_\_, my Father's \_\_\_\_\_ brother, wrote a famous book on the role of Buddha \_\_\_\_\_ in Herman Hesse's novel *Siddhartha* \_\_\_\_\_.



# Practice



- ❖ 4) "Wait," He \_\_\_\_\_ said, "Until \_\_\_\_\_ the Huskies \_\_\_\_\_ have won a few games."
- ❖ 5) The secretary \_\_\_\_\_ of the Society \_\_\_\_\_ of Concerned \_\_\_\_\_ Students \_\_\_\_\_ wrote to the Ambassador \_\_\_\_\_ of south \_\_\_\_\_ Africa \_\_\_\_\_ .
- ❖ 6) On the fourth \_\_\_\_\_ of July \_\_\_\_\_ , we celebrate the war \_\_\_\_\_ of Independence \_\_\_\_\_ ; on labor \_\_\_\_\_ Day \_\_\_\_\_ , we celebrate the contributions of Organized \_\_\_\_\_ Labor \_\_\_\_\_ to American \_\_\_\_\_ life.



# Practice



## ❖ 2. Divide the following words:

bookmark

airplane

far-reaching

afternoon

bumblebees

drainpipe

weakfish

dreamland

sister-in-law



# Homework



- ❖ 1. Do the exercises on P2 and P4.
- ❖ 2. Review what we have learned in this lesson and preview what will be learned in the next part.





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Thank You !

