abbreviations
Shortened versions of words, often in the form of acronyms and initialisms.

active voice
The active voice makes the subject of a sentence (the person performing the action) clear, e.g. *The car was crashed* in the passive voice needs a subject in the active voice, e.g. *Jimmy crashed the car*.

acronyms
Abbreviations made up of the first letters of each term in a phrase. They are pronounced as a single word (e.g. *UNICEF* or *NASA*).

articles
Words such as *a* and *the* which specify what a noun refers to.

bibliography
A complete list of all sources consulted during the writing of an academic paper.

cf.
Short for *confer*, which means *compare*. It is used to point the reader toward additional reading material, e.g., *These results are confirmed by previous studies (cf. Smith, 2008)*. Here, for example, *cf.* indicates that the subsequent citation provides a useful point of comparison.

citation
An in-text note to show the attribution of a source text, e.g. *This is a citation (Jones, 2016)*.

collective nouns
A noun that refers to a group, e.g. *band* or *police*.

colon
Connective punctuation mark ':', used to introduce a definition, an example, or an explanation, e.g., *I'm unhappy, but I have a solution: I'll have a champagne picnic on the beach.*

comma splicing
When a comma is used in place of a full stop, e.g., *Kylie Minogue is an Australian pop singer, she has had seven number one singles in the UK*. Here, each clause should be a separate sentence.

comparative adverb
An adverb used to show a comparison, e.g., *he plays guitar well, but she plays guitar better*.

compare
A function of Microsoft Word that allows the user to compare two versions of the same document to generate a track changes copy that shows all changes.

compound
Words in which two or more words are joined to represent a new concept. There are open compounds, such as *coffee shop* or *New Year's Eve*, closed compounds, such as *hairdresser* or *daydream* and hyphenated compounds, such as *pop-up* or *father-in-law*.

conjunctions
Words which join clauses, such as *and*, *but*, *for*, *yet*, and *so*.

contractions
Phrases which have been shortened into a single word, e.g. *don't*, *can't*, or *it's*.

dangling modifiers
This is when something modifies a word or phrase that has not been clearly identified, e.g. *Looking into the distance, the sun dipped over the horizon.* Here, the person doing the looking has been omitted from the sentence, so it seems as if the sun is gazing into the distance.

determiners
These are used to specify the thing to which a noun refers. These include articles (e.g., *a* and *the*), possessives (e.g., *your* and *their*), and demonstratives (e.g., *this* and *those*).

diacritics
Marks placed above or below a letter to show how it is pronounced, sometimes loosely termed *accents*, as in *jalapeño* or *bête noire*.

dynamic lists
This is a table of contents, charts, images, or figures that is generated automatically from the headers in a document. Using a certain style for each header you want to include will allow the tool to automatically create a table from them, complete with page numbers.

editing
Traditionally, this refers to all the elements that are involved with changing the words and structure of documents. However, it is now mixed with proofreading in most areas of digital work.

e.g.
Short for *exempli gratia*, which means *for example*. It's used to introduce an example or an incomplete list.

ellipsis
A set of three dots … used to indicate omitted text in a quotation or to show that a sentence has trailed off (usually in fictional dialogue).

en dash
A punctuation mark – slightly longer than a hyphen, used to indicate ranges of numbers, scores, connection, conflict, or parenthetical clauses, e.g. *the Mason-Dixon line*.

em dash
A punctuation mark — slightly longer than an en dash, used to indicate parenthetical or extra information, e.g., *Miranda* walked *to work—the same route as every day—humming a tune.*

ESL
This stands for 'English as a Second Language' and can refer to anyone who does not speak English as their mother tongue.

et al.
Short for *et alia*, meaning *and others*. It is used to show that names have been excluded when citing a work by several authors: *Ford et al. (2004) examined the effects of releasing a bull in a china shop.*

et cetera
Also written as **etc.**, meaning *so on* or *and the rest*. Used when the things omitted from a sentence are not essential to understanding what is said, e.g. *We're going camping, so make sure to bring a tent, sleeping bag, etc.*

faulty agreement
When terms in a sentence are not grammatically consistent, e.g. *The mayor sign the contract.*

faulty parallelism
Sentences featuring incorrectly constructed clauses. These can include mixing verb tenses, infinitive and gerunds, nouns, adjectives, adverbs, and plural and singular nouns.

footer
The space at the bottom of each page in a Microsoft Word document. Editing this will give you an identical footer for each page.

formatting
This includes all aspects related to the presentation of a document such as layout, line and paragraph spacing, margins, headings, tables and images, fonts, tables of contents, and page numbering.

fragments
Sentences lacking a main clause, verb, or subject, e.g. *Because it was sunny outside.*

gendered language
The overwhelming use of male/female pronouns or the use of masculine/feminine terms instead of a gender-neutral alternative.

gerund
Verbs with describing actions, such as *running* or *jumping.*

grammatical person
Reflects the point of view from which a document is written. In academic papers, a third-person, impersonal approach is [favoured – UK/AUS] [favored – US]. This means that using first- and second-person pronouns (e.g. *I, we, you*) is usually discouraged.

header
The space at the top of each page in a Microsoft Word document. Editing this will give you an identical header for each page.

homophones
Words that sound the same but have different meanings, like *which* and *witch*.

hyphen
A punctuation mark – used to link parts of words, especially in compound words, e.g. *free-range eggs*.

ibid.
Short for *ibidem*, meaning *in the same place*. It is often used when citing the same source twice in a row.

i.e.
Short for *id est*, which means *that is*. It's used to rephrase or explain something that has already been said.

infinitive
Any verb used with 'to', e.g. *to sing*.

initialisms
Made up of the first letters of each term in a phrase; each letter is pronounced separately (e.g. *BBC* or *FBI*).

libel
This refers to any false accusation in the public sphere that could damage someone's reputation. Proofreaders should be aware of this and if they spot any, they should gently point out instances to the client.

markup
Another name for tracked changes, this refers to all the different kinds of changes in a document: comments, insertions and deletions, and formatting. You can choose which of these elements you'd like to see, as well as changes by specific reviewers, in the markup options of Microsoft Word.

mass nouns
Things that are not individuated, e.g. *milk* or *luggage*. Also known as *uncountable nouns*.

mechanical editing
A form of editing used in publishing, this could involve tasks such as correcting spelling, grammar, and punctuation, checking headings, abbreviations, terminology and some aspects of formatting.

misplaced modifiers
When the positioning of a modifier in the sentence makes the term being modified ambiguous, e.g., *A longboat full of Vikings, promoting the new British Museum exhibition, was seen sailing past the Palace of Westminster yesterday. Famously uncivilized, destructive and rapacious, with an almost insatiable appetite for rough sex and heavy drinking, the MPs nonetheless looked up for a bit to admire the vessel.* In this

case, the misplaced modifier is deliberate, designed to mislead the reader regarding the term being modified to make a joke about MPs.

nominalisation
This occurs when a longer noun form is used in place of a verb, e.g., His policies could bring about the destruction of our society. In this sentence, bring about the destruction of is a nominalisation. To make it shorter, we could use the verb destroy instead, e.g., His policies could destroy our society.

non-restrictive clauses
These are clauses that provide non-essential information in a sentence and are set apart from the main part of the sentence using commas, e.g. *The man in the ring, who has 62 pairs of shoes, is the clown.* Since the clause about shoes here is non-restrictive, it gives us extra information about the clown, but it could be removed without affecting the meaning of the sentence.

noun
The name of a thing, e.g. *chair* or *mango*.

parenthetical clauses
Parts of sentence that offer extra information, usually indicated with commas, parentheses (brackets), or dashes, e.g. *The mayor, as well as many people in the city, cares about pollution.*

passive voice
The passive voice is a way of writing that avoids the use of the first person. It can lead to wordiness and a feeling of distance, e.g. the sentence: *The first Best Actress Oscar was won by Janet Gaynor in 1929* works much better in the active voice: *Janet Gaynor won the first Best Actress Oscar in 1929.*

possessive apostrophe
An apostrophe used to indicate ownership, e.g., *Where is the dog's ball?*

possessives
Words such as *your* and *their* which indicate possession.

plagiarism
This is when an author uses someone else's work without attribution. Often, this happens by mistake when an author forgets to reference quotations. It can also happen if a student submits academic work that someone else has written for them and can result in severe penalties – such as the student being refused their degree. For this reason, it's important that proofreaders of academic work know how much they can alter in a student's work without crossing the line into plagiarism.

plurals
Words that refer to more than one of something, such as *girls* or *buses*.

prepositions
These show the relationship between a noun (or pronoun) and other words in a sentence. These include words such as *upon*, *through*, and *beside*.

proofing language
The language and dialect used by the spellchecker. Users of this course will mainly need to switch the proofing language between UK, US, and Australian English.

proofreading
We use this term to refer to the general mix of tasks common to modern-day digital proofreading work. Traditionally, there is a distinction between proofreading and editing which is still preserved in publishing. For digital work, proofreading can refer to: correcting spelling, grammar, and punctuation, making changes to the way ideas are expressed, making changes to improve flow, correcting inappropriate language or misused terms, and checking and correcting references and citations. It can also include checking margin spacing, page layout, and tables, images, and captions.

quotations
When another author's words are cited in the text. These have to be formatted differently for different referencing styles.

redundancies
Terms which are not needed as they are simply synonyms of others in the sentence, e.g. *ATM machine*. Some are so common they are easily overlooked, such as *first and foremost*, *advance planning*, or *basic necessities*.

reference
A note to show the attribution of a source text, usually coming in the reference list at the end of an academic paper, e.g. *Jones, S., 2016, What's a Reference? London, PA Publishing.*

restrictive clauses
Restrictive clauses are clauses that are essential to the meaning of a sentence, e.g. in the sentence *the man in the crowd with jelly on his head is the clown*, we need the clause *with jelly on his head* to indicate that we are referring to a specific person, not just any man in the crowd.

sic
Based on the phrase *sic eras scriptum* (i.e. *thus it was written*), *sic* is used to show that a quote has been reproduced exactly as it appears in the source text.

semicolon
A connective punctuation mark ';', used to link related independent clauses, e.g., *Of all the arts, John loves musical theatre most; his friend Theresa likes the ballet.*

singular
Words that refer to just one of something, e.g. *girl* or *bus*.

square brackets
Used to correct minor errors that are present in the original text, e.g. *Id like an ice cream* would become *[I'd] like an ice cream.*

style guide
A document showing how to present writing, giving stipulations for formatting, vocabulary, punctuation, and referencing.

styles
The tool for predefined formatting in Microsoft Word. This covers font, size, line spacing, and everything else about how text appears on the page (or screen). As well as making it easy to apply formatting quickly and consistently, Word uses different styles for different parts of the text, such as captions and headers. These special styles can then be used to add lists of contents or images to a document.

style sheet
More concise than a style guide, this shows how a particular institution wishes documents to be formatted, and which terminology, dialect, and grammatical and spelling conventions they prefer.

subjunctive mood
Used to write about something that is not the case, such as a wish, or a possibility, e.g. *If I were rich, I would buy a desert island*. (Here, the verb *were* is in the subjunctive mood.)

substantive editing
A form of editing used in publishing, this could involve tasks such as revising text to improve its flow, clarity or consistency, suggesting changes to the structure of a document, or considering if the tone and language of a document align with its purpose.

superlative adverb
An adverb used to compare two or more things, e.g., *he and she both play guitar well, but I play guitar best*.

terminal punctuation
Any punctuation used to mark the end of a sentence, such as full stops, question marks, or exclamation marks.

track changes
The name of a function in Microsoft Word, that can show any edits that have been made to a document.

uncountable nouns
See *mass nouns*.

user name
The name that shows who has made comments or tracked changes in a Word document. This is set through the user preferences of the program.

verb
A 'doing' word, so any word that is used to describe an action, such as *to run*.