**Top 10 Writing-Related Errors**

1. When using two or more words as an adjective, use a hyphen to connect the words. For example:

* state-of-the-art technology
* computer-mediated communication
* two-year period
* 12-inch ruler
* anal-retentive instructor

2. Use numerals to depict numbers 10 or greater. Otherwise spell out the number. For example:

* 101 Dalmations
* three blind mice

3. When using quotation marks, the punctuation (period or comma) goes inside the quotes.  For example:

* The term "shirking," which is rather pejorative in nature, is better expressed by saying a student is "disengaged."

However, a semi-colon or colon goes outside the quotes.  
  
4. Use double quotation marks. The only time you ever use single quotes is within a (double-quoted) quotation.  
  
5.  Use e.g. and i.e. properly. When using e.g., do not end the list with etc., as is it assumed that you are already giving a subset of examples.

When you are using i.e., you are describing what something means (not giving an example). For example, The use of mixed methods ( i.e., using both a qualitative and a quantitative research approach) provides rich and detailed data.

Also, there is a comma after i.e. or e.g.  
  
6. Avoid using "this" by itself. Follow it with a noun to indicate what is being referred to as well as to provide more clarity in your writing.   
  
7. Use the apostrophe (') properly. Use it to make possessives (i.e., end the word with 's), e.g., the dog's breakfast. (But it's means "it is.") Don't use an apostrophe (') to make something plural. The following are correct: in the 1960s; several open-source LMSs; OERs.  
  
8. Use the ampersand (&) in an in-text citation (inside the parentheses) and in the reference list. Otherwise use the word "and."  
  
9. APA uses the third-comma convention, i.e., when listing, use a comma before "and." For example:

* Every Tom, Dick, and Harry forgets the additional comma.

10. Use *which* and *that* properly. *Which* is used to add further information to the sentence and is usually enclosed in commas. (The sentence still makes sense if the clause was omitted.) On the other hand, a *that* clause contains information vital to the meaning of the sentence. It is not enclosed in commas.

Hope this helps,  
  
Susan