

General comments on papers:

Be sure to hand in your 1st draft with the final one.

Read your next-to-final draft out loud; you're likely to catch any awkward phrasing. Switching to "print layout" view and reading through can help, too.

Proofread! Do a spell check!

Provide definitions for terms you're using a lot. These don't have to be permanent choices; the best definition is one that helps you the most in your current task.

Make every sentence say something.

Check for redundancies.

Provide a road map somewhere on the first page that lets the reader know what the paper will do.

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