

Editorial Meeting Minutes/Resolutions - March 14, 2023

1. Unnecessarily long, convoluted verb tense constructions are to be simplified to simple present/past/participle forms, e.g., ‘Researchers at the University of Oxford *have been training* an AI algorithm *to be able to* identify and alert physicians to these more virulent strains and to do so more swiftly’ becomes ‘Researchers at the University of Oxford *have trained* an AI algorithm *to* identify and alert physicians to these more virulent strains and to do so more swiftly.’
2. Colons: In the body, when a full sentence follows a colon, the first word of the sentence is capitalized. In a headline/title, the first word following the colon is capitalized regardless.
3. Acronyms (defined terms): The first iteration of a term is spelled out in full, followed by its defined term/acronym in round brackets, e.g., ‘the Massachusetts Institute of Technology (MIT),’ ‘artificial intelligence (AI),’ ‘unmanned aerial vehicles (UAVs).’ Use only the defined term/acronym thereafter. Do not use gratuitous defined terms/acronyms that do not repeat, as these are superfluous.
4. Repetition (word echoes): Avoid repeating the same word ‘over and over.’ Find and use synonyms, e.g., ‘driverless cars,’ ‘autonomous vehicles (AVs),’ ‘self-driving cars,’ etc.
5. Do not use ‘etc,’ ‘and so on,’ ‘and so forth,’ ‘and more’ at the end of a list of nouns. Use ‘, among them,’ ‘, including,’ ‘, such as,’ at the beginning instead.
6. The Yuan shares content with ever-more media partners, and thus stricter enforcement of our style guide is becoming of greater necessary. That said, we remain willing to compromise to accommodate the practices of individual contributors whenever possible.