

The Yuan Contributors' Checklist

This checklist is intended to assist in the publication of your article. Please read the list carefully and amend your submission as required. To avoid production delays, please complete and return this sheet with the final version of your submission.

Author Name.

Article Headline.

Date

The Yuan will edit text to conform to house style and for clarity and brevity. Please check the following points, if applicable, when preparing the final version of your submission.

- Headline no longer than 80 characters (including spaces)
- Summary paragraph (standfirst) no longer than 300 words
- Abbreviations and symbols defined on first use, followed by acronym or abbreviation in round brackets, e.g., 'the University of Texas (UT)'
- No use of 'I' or 'we' except when germane to the story, e.g., "... as an information technology engineer, I constructed a similar intelligent defense system..."
- No use of phantom subjects: thus 'It was raining...' becomes 'Rain was falling...' 'There is a growing body of evidence that shows...' becomes 'Mounting evidence shows...'
- Brief title provided for each figure, table, and box
- Figure legends no more than 200 words each
- Esoteric terms/acronyms, etc., explained/defined, since not everyone knows what 'epigenetics' are, and some might think a 'PET scan' a device in a veterinarian's office
- No use of 'etc.'
- No use or sparing use of introductory clauses
- Use of (ideally) two-word subheadings after every six paragraphs
- No use of rhetorical questions. If **one** is posed, it is answered.
- Avoid beginning sentences, paragraphs with But, And, So, Or
- Sentences do not start with However, Moreover, Although..., Furthermore..., but use but,and in the middle instead
- Information is presented in the 'Who, What, Where, When' order
- Usage favors plain Anglo-Saxon, not Latin/Greek, except where technical terms of art require them. Thus, 'ichthyophagous' becomes 'fish-eating'
- Paragraphs are no longer than nine lines
- Text in an editable format and in sans serif font (Arial)
- No 'there is/are' constructions
- No 'what' constructions without question mark
- Sentences/clauses do not begin with 'In fact...'
- No use of royal/conspiratorial 'we'
- The reader is not addressed as 'you'
- No tautology/rants
- Esoteric terms/acronyms are defined
- Double quotation marks appear only around actual quotes
- No use of contractions, quotes aside
- No exclamation marks, except in quotes
- No semi-colons
- No bulleted/enumerated lists
- No use of 'a number of,' 'a lot of'
- No repetitious 'word echoes.'
- paragraphs/sentences do not ramble on

Email service@the-yuan.com if you have additional queries.