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# UF/IFAS EDIS NEWS

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## About EDIS News

EDIS News is intended for an “inside-UF/IFAS” audience, particularly anybody with an interest in EDIS publishing: authors, potential authors, department chairs, and program leaders. Please share with anyone you think would be interested. Back issues are on the UF/IFAS Communications website (<http://ics.ifas.ufl.edu/edis.shtml>) under the “News Archive” tab at the bottom.



## EDIS Team News

The Team has been changing and growing. We said *bon voyage* to Wesley Croom, our stalwart typesetter and all-around fix-it factotum. We traded former editor Neal Hammons for now news writer Samantha Grenrock. Neal was accepted to UF’s highly ranked MFA writing program, and Sam came to us upon graduation from that same program. We’ve hired new editors for EDIS Teams Two and Three. Details and pictures follow!

Like us!  
Follow us!



## Edis dot ifas dot oofallydoo\*

By Allison Nick

### When to use hyphens and when to eschew

Hyphens are the peaceful connectors of the dash world, used for compound terms or phrasal adjectives. Some compound words are hyphenated, and some are not (*nurse-practitioner* is; *sodium chloride* is not). Some compound words are hyphenated differently when used as nouns or when used as an adjectival phrase. *The chinch bug ran a quarter mile. The chinch bug went on a quarter-mile run.* To determine whether or not to hyphenate, check the dictionary first (we use Merriam-Webster); *The Chicago Manual of Style* also has a daunting yet excellent hyphenation guide:

[http://www.chicagomanualofstyle.org/16/images/ch07\\_tab01.pdf](http://www.chicagomanualofstyle.org/16/images/ch07_tab01.pdf) .

**Note:** Hyphens are also used in things like telephone numbers, social security numbers, and DOIs.

\*[edis.ifas.ufl.edu](http://edis.ifas.ufl.edu)

## Meet your team



Amanda Quintos

### Amanda Quintos

Amanda (EDIS Team 2) began her EDIS adventure in late August when she took over as the new editor for Neal Hammons's departments in the Human Sciences cluster. She received a BA in Theatre from the University of Florida and an MFA in Motion Pictures from the University of Miami. She has worked as a screenwriter and independent

film producer. When she is not at work, she enjoys reading, singing, writing, acting, dancing, and, last but not least, taking care of her beloved dog.



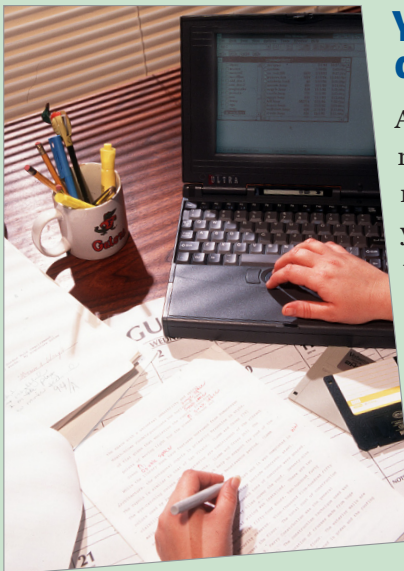
Allison Nick

### Allison Nick

Allison (EDIS Team 3) received her BA in English and Anthropology from Washington University in St. Louis, but, as a native of Gainesville, she is a Gator at heart. When she is not reading, Allison also loves to cook (and eat!) delicious food, play with her nieces and nephews, and spend time outside hiking, swimming, or kayaking. She is currently facing her fears and learning how to spelunk.

## EDIS Essentials: R&R

by Amanda Quintos



### You have finally done it.

After countless hours of research, several disagreements between you and your colleagues, and an unhealthy number of caffeinated beverages, you have completed a manuscript that you would like to publish on EDIS. Congratulations! Now let's talk about R&R.

Don't book those plane tickets and search for the

perfect tourist traps just yet. R&R doesn't refer to rest and relaxation (in this article, anyway). No, I'm talking about reviewers and references.

Considerably less exciting, I know.

There are so many things to keep in mind while writing an EDIS-bound manuscript that it is easy to forget certain

details like these or wonder whether they are more trouble than they are worth in the end, particularly when your EDIS editor starts to hound you like a debt collector for names, in-text citations, and reference lists. Subjecting your paper to external review takes time. Putting together in-text citations as well as a reference list can be tedious and may seem trivial.

But I view these aspects as the figurative dental appointments of the EDIS publication process. They may be unpleasant at the time, but they are essential for the long-term health and appearance of your EDIS document.

### R...

All EDIS publications must have at least one internal ("in-unit" on the manuscript transmittal form) reviewer. At this time, not all departments require external reviewers (individuals outside your department who have the qualifications as well as knowledge of the topic at hand to properly evaluate your article). That said, a manuscript that has not gone through external review may run into delays during the approval stage (an approver may ask you to seek out external review, bringing you back to square one). A manuscript

without external review may also go through the editing, inputting, and proofreading processes, only to be rejected in the final approval stage. Also, external reviewers provide something that many writers, technical and creative alike, dread, but actually need—the objectivity of a new set of eyes on the fruit of their research. If another individual who is qualified to evaluate your work has questions or concerns about something that appears in your manuscript, members of the general public may have similar questions and concerns.

## ...& R

Proper references are important for a number of reasons. Not only do they let your peers see the foundations upon

which your arguments are built, but they also help to point curious readers who want to know more about the subject in your article in the right direction, support academic integrity in general, and get the EDIS editors off of your back. EDIS in-text citations include the author name(s) and the year of the publication, while References lists call for the author name(s), the date of publication, the article title, the journal title, volume, and issue (if applicable), and last but not least, the pages where one can find the article.

Now that you have read a bit about the wild world of reviewers and references, you have come a few steps closer to actual, well-deserved, post-publication R&R. Until next time!

# Everything You Wish You Knew About Grammar

by Allison Nick

I was not born a grammar queen. My skills were carefully acquired and cultivated. I read a lot as a child, wrote a lot as a student, but mostly I learned and am still learning the rules.

Grammar is a memory game; you have to remember the rule and remember to check that the rule is followed. So, to help you out, I have gathered some easy grammar rules to remember.

## Colon Etiquette



Colons are polite. They never interrupt a verb. *A dog loves to play catch, chew bones, and go for walks.* A colon would never dream of coming between “loves” and “to play catch.” That seems obvious here, but it holds true when the

list is complicated and even when the list is indented or bulleted. *My dog hates*

- *when I go away for long weekends,*
- *to see me play with other dogs,*
- *and taking a bath in winter.*

As etiquette dictates, colons work hard to make introductions. They signal a clause meant to illustrate or amplify the sentence that comes before the colon. *My dog has three favorite toys: a bone, a stuffed rat, and a tennis ball.* Note that the colon comes after a sentence that could stand alone. It never interrupts. In some cases, this means that the colon acts in similar fashion to the semicolon, but the colon implies a stronger relationship between the second clause and the first. *My dog is a vacuum: she eats quickly and leaves no trace.*

The phrase “the following” is a handy trick for making sure colons are used correctly. It allows the sentence fragment

to finish its thought before the colon interjects. *A good dog loves the following: playing catch, chewing bones, and going for walks.*

## One space or two?

You arrive at the end of a sentence and type a resounding period. What comes next? One space or two? It shouldn't be this complicated.

Good news. It's not. Always, always, always one space after the end of a sentence. One space.

Now, you're probably looking at me incredulously, gearing up for a fight. Let me guess, you were always taught to type two spaces after a sentence. Blame it on the typewriters. Typewriters used something called monospaced type, in which every character got the same amount of space. Proportional type, however, changes the amount of space for each character depending on how wide it is (letters like l and i get less space than m or w). With monospaced type, it made sense to add an extra space in order to draw attention to the end of a sentence; otherwise, sentences would run into each other, making them difficult to read. Computers solve that problem. The majority of fonts found on computers are proportional, and so the practice of adding a second space is no longer necessary<sup>1</sup>.

**QUICK TIP:** If you are finding that old habits die hard you can always use the find and replace tool to quickly delete all the extra spaces. It's okay if you forget: we eliminate extra spaces in manuscripts before we put them into EDIS.

<sup>1</sup>If you want to know more about this typesetting history, check out the Slate article “Space Invaders: Why you should never, ever use two spaces after a period” by Farhad Manjoo, [http://www.slate.com/articles/technology/technology/2011/01/space\\_invaders.html](http://www.slate.com/articles/technology/technology/2011/01/space_invaders.html)

## Dash this!



To me, dashes always seemed like a pair of black stiletto heels—sleek and sophisticated, but terrifying to use. Actually, dashes are quite practical (more like your trusty old sneakers). The first thing to know is that there are three types of the dashed things. On page one you learned about the friendly and unassuming hyphen (-). We now arrive at the truly formidable dashes: the en (-) ...and the dreaded em (—). My old fear of them comes from high school English classes spent struggling to decipher the poetry of

Emily Dickinson, and from my college roommate whose tendency to be a know-it-all led to interjections like this one: “You should use the em dash more. It’s my favorite punctuation mark.” If you are now wondering, “What in the world is an em dash?” then worry no more. You will soon learn what it is and that you need never fear that “**narrow fellow in the grass.**” I am here to tell you that the en and the em dashes are more useful than scary.

En dashes are really easy to confuse with hyphens. They look similar, but en dashes are ever so slightly longer. En dashes typically replace the word “to” in ranges, indicating “up to and including.” This means when you indicate a page range in your reference section you should always use an en dash: *Journal of Medical Entomology* 5: 12–15. You should also always use an en dash in date ranges (The years 1979–1984 marked an increase in pesticide use.), scores (The Gators won 78–65.), and directions (Take the

Gainesville–Orlando bus in the morning.). However, if the words “from” or “between” come before the range you should use “to” or “and” instead of the en dash (The plant grows from May to July. We take most of our beach trips between June and August.).

Em dashes are used to interject or explain and are alternatives for parentheses, commas, and colons. Stylistically, they indicate a sudden break and should only be used when a break in thought is necessary. The three main elements of lawn care—irrigation, weed management, and mowing—should be addressed at the next Extension event. The grasshopper—he had been hiding in the grass—jumped onto her sweater and startled her. The sting nematode, the southern chinch bug, and the two-spotted spider mite—these are the most economically destructive pests in Florida. The key to em dashes is placement. Make sure the interjecting phrase is placed logically and near to the part of the sentence that it refers to or expounds upon.

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