

## SELECTIVE GLOSSARY

### A

**accents** (in names, e.g.) Don't omit them.

### acknowledgment

**alumni** The female singular form of 'alumni' is 'alumna' and the male is 'alumnus'.

**appendices** not appendixes

**assertible** not assertable

### C

**Castañeda** not Castaneda

**common sense** (NOT 'commonsense'), in contexts such as, 'Here we appeal to common sense.'. Adjectivally, 'common-sense', as in 'The common-sense view of the matter . . .'

**comprise** 'Comprise' means 'include' or 'encompass'. It takes no preposition.

*The seminars comprise both undergraduate and graduate students. [NOT 'are comprised of', and DEFINITELY NOT 'comprise of'.]*

But:

*The seminar is composed of both undergraduate and graduate students.*

**continuous, continually** 'Continuous' means unceasingly; 'continually' means repeatedly.

**co-operate** not 'cooperate'

**co-worker** not 'coworker'.

### D

**data** The plural of 'datum'; as a plural, it requires a verb in plural form: e.g. 'The data show . . .' and NOT 'The data shows . . .'; likewise 'sense-data are', not 'sense-data is'.

**defence/defense** Use 'defence' (Australian and UK spelling). Note, however, 'defensible' and 'defensive'.

**dialog/dialogue** Use 'dialogue' when using the word in its traditional sense, as a conversation between more than one

participant. In computer terminology, 'dialog' is commonly accepted.

### E

**ellipses** 'ellipses' is plural, 'ellipsis' singular.

**email** is preferred to e-mail

**enrol**

### F

**fewer** (see also 'less')

Use 'fewer' when referring to people or countable objects, not 'less' (which usually applies to quantities and uncountable masses):

*Fewer than 20 students signed up for the new course.*

*'Twelve items or fewer'*

**focused, focusing** (not 'focussed')

### G

**Gödel** not Godel

### H

**however** should be followed and/or preceded by a comma in contexts where it means 'but'. Contrast:

*However, we may decide this matter next week.*

*However we may decide this matter, next week . . .*

Sometimes more than a comma is needed:

*Yesterday he arrived early; however, today he was late.*

*Yesterday he arrived early, however; today he was late.*

### I

**in so far** rather than 'insofar'

**in to, into** The two mean different things:

*The boy ran in to his mother.*

*The boy ran into (collided with) his mother.*

## install

### installation

### instalment

**its and it's** The word 'its' is already in the possessive form, in the same way that 'her' or 'their' already indicate possession:

<i>its home</i>	<i>her home</i>	<i>their home</i>	<i>your home</i>
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An apostrophe after 'it' creates a verb not a possessive: *it's* is an abbreviation of *it is*:

*It's a sure sign = It is a sure sign*

## J

### judgment

## L

**less** (See also 'fewer')

'Less' is used of an uncountable mass or volume, or a non-specific amount:

*There is less love in the world today.*

*The blue mug holds less than the red one.*

*My drinks bill was less than it was last week.*

**licence/license** 'licence' is a noun, while 'license' is a verb:

*She gained her driver's licence and thereby was licensed to drive.*

**light** in the light of (not 'in light of')

**Łucasiewicz** not Lucasiewicz

## M

**more than** When referring to something countable, use 'more than' rather than 'over':

*The band numbered more than 200 players.*

But

*Derek is over 180 centimetres tall.*

**myriad** Like 'comprise', 'myriad' does not take a preposition:

*She had myriad reasons not to accept the offer.*

## N

### Nietzsche

**no one** not 'no-one'

**number** When abbreviating, use 'no.' for number and 'nos' (without the full stop) for numbers.

## P

**practice/practise** 'practice' is a noun, 'practise' a verb.

*He practised medicine in a rural practice.*

**program** is used of computer programs, and in certain stock phrases ('program explanation'); otherwise use 'programme'.

## S

### spatio-temporal

## T

**toward** UK usage requires 'towards' in most cases

## W

**web terms** are often written as one word, except where an acronym is involved:

*website, cyberspace, CD ROM*