

Common Grammatical and Writing Errors

- **Abbreviations should be explained the first time they are used in the manuscript.**
 - Incorrect: “Since launching an agency-wide response to this pandemic on January 21, 2020, CDC has been preparing healthcare workers, learning more about how the disease spreads, and supporting state, local, tribal and territorial governments on the front lines of this outbreak.”
 - Correct: “Since launching an agency-wide response to this pandemic on January 21, 2020, the Center for Disease Control (CDC) has been preparing healthcare workers, learning more about how the disease spreads, and supporting state, local, tribal and territorial governments on the front lines of this outbreak.”
- **If an abbreviation is only used once in the manuscript, there is no need to use an abbreviation.**
 - Simply writing out “Center for Disease Control” is sufficient.
- **Punctuation should be used within quotations when used at the end of a statement.**
 - Incorrect: The Center for Disease control notes, “Wear a mask to keep your nose and mouth covered when in public settings”.
 - Correct: The Center for Disease control notes, “Wear a mask to keep your nose and mouth covered when in public settings.”
- **Sentences should not begin with numerals. Numerals should be written out if they are below the number ten.**
 - Incorrect: 2 children were diagnosed with the disease.
 - Correct: “There were two children diagnosed with the disease.” OR “Two children were diagnosed with the disease.”
- **Avoid ending sentences with a preposition.**
 - I.e. with, at, for, in, off, on, over, and under
 - Incorrect: These are the factors we worked with.
 - Correct: These are the factors with which we worked.
- **Avoid using informal terminology.**
 - I.e. “exam” for “examination,” “labs” for “laboratory values”
- **Avoid capitalizing words that do not require capitalization.**
 - I.e. generic antibiotic names
- **The use of brand medication names should be avoided.**
- **Please follow the manuscript guidelines exactly for submissions.**
 - [Submission guidelines](#)