

## Style suggestions for authors

Before you submit your production files, please take care with the following points which will help to make your paper easier to read and understand, and therefore potentially more influential.

### Clarity

1. Common issue: in any expression there should be equal numbers of opening and closing brackets, parentheses, etc.
2. (a) Quantifiers always need care (best is to make them precede an assertion), but especially for negative assertions.  
(b) Avoid “may not”: usually, “need not” is intended, but it could also be read as “must not”.
3. If you write “it” for a mathematical expression, is it clear what “it” refers to? “Since  $m$  is a multiple of  $n$ , it ...” is unclear.  
Similarly for “this”, or “the above argument”, etc.
4. (a) In a long sentence, a semi-colon (a slightly longer pause than a comma) can be helpful  
(for example: “is the least element of  $A$ ; that is,  $m$  is strictly less than all other elements of  $A$ .”).  
(b) Oxford commas (before the final “and ...” in a list) can be helpful in avoiding confusion.
5. Distinguish between “that” (prescriptive) and “which” (descriptive). Compare:  
“The smallest element  $m$  of  $A$  that satisfies (3-1) must be even.”  
with  
“The smallest element  $m$  of  $A$ , which satisfies (3-1), must be even.”
6. For mathematical expressions, any bracket, brace or parenthesis opened on a line should preferably be closed on that same line. Sometimes rewording (or displaying) is needed to achieve this. This can also arise later in the production process.

### Style

1. Try to write crisply.  
For example, instead of “In light of the fact that  $m$  is odd, it is evident to the reader that it cannot be a multiple of  $n$ ”, write

“Since  $m$  is odd,  $m$  cannot be a multiple of  $n$ .”

2. Try to write in the present tense when referring to the present paper. (Sometimes, the word “above” or “below” may aid clarity when doing this.)
3. Distinguish between  $\cdots$  (e.g.  $1 \times 2 \times 3 \times \cdots \times n$ ) and  $\ldots$  (e.g.  $\{1, 2, 3, \ldots, n\}$ ).
4. When writing  $n$ th, insert a thin space (TeX:  $\,$ ) between “ $n$ ” and “th”.
5. Use symbols for numbers in a mathematical sense; for example, “Here are two proofs that the quaternion group has three subgroups of order 4.”
6. In the Introduction, avoid long lists of courtesy citations. By citing surveys or recent articles that have appropriate reference lists, it should be possible for three or four citations to suffice.