

# STYLE GUIDE



*Inspiring Excellence in English*

## **GREEN OLIVE TREE'S STYLE GUIDE**

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## Introduction

In compiling this proposed House Style, our intention was a hope that it will prove to be a useful guide to all who use the written word to communicate in any context—business, academic or others.

Like many other style books, this collection of preferred style of ours cannot pretend to be the final say because word usage is a reflection of the times and because style should not be arbitrary or inflexible. However, when guided by this style book, we can assure ourselves that our written communication has a recognised uniformity and is understood as we want it to be. Our credibility is affected when we are inconsistent and appear careless.

One important consideration to remember is the target audience of our writings, i.e., the people we are writing to or for. Technical jargon is necessary for specialised subjects. But, although it can easily be understood by those who are familiar with the subjects, there will always be readers who do not have the necessary grounding to comprehend technical jargon. It is, therefore, prudent to keep a good balance of technical and non-technical words and expressions in our writings.

It is for this reason that it might be useful to keep in mind the “ABC” of good writing – **A for accuracy, B for brevity and C for clarity.**

When in doubt consult a good dictionary – as the authority for the correct spelling, to determine if a compound word requires a hyphen, to capitalise the first letter of a word and so on.

All the examples gathered in this compilation are obtained from the papers that have been written and submitted by writers and scholars in Singapore.

Ng Loke Koon  
Green Olive Tree Pte. Ltd.  
2014

## Abbreviation

Spell out the full name on first mention which should be followed by the abbreviation in brackets, e.g.,

Association of Southeast Asian Nations (ASEAN)

United Nations (UN)

Bachelor of Arts (BA)

All in upper case, no space in between and without full stops.

g for gram

kg for kilogram

m for metre

km for kilometre

## Adjective

...light semi-permanent materials

not

Semi-permanent light materials

informal Chinese residents

not

Chinese informal residents

...to stay competitive in the growing China economy.

not

...to stay competitive in the China growing economy.

There were no local English-language newspapers at that time.

not

There were no English-language local newspapers at that time.

It contains the rarest, most interesting or significant items...

not

It contains the most rare, interesting or significant items...

...the "sexiest" job...

not

... the most "sexiest" job...

...women are less strong than men...

not

...women are less stronger than men...

### **Also**

Commentators also did not fail...

not

Commentators did not also fail...

### **American English**

#### British English

car

different from

flat

lift

lorry

meet him

petrol

sceptic

#### American English

automobile

different than

apartment

elevator

truck

meet with him

gasoline

skeptic

### **American Spelling**

#### British Spelling

analyse

behaviour

defence

emphasise

fulfil

maximise

modernisation

organisation

pretence

programme

realise

rumour

socialise

stabilise

storey/storeys

towards

travelling

#### American Spelling

analyze

behaviour

defense

emphasize

fulfill

maximize

modernization

organization

pretense

program

realize

rumor

socialize

stabilize

story/stories

toward

traveling

utilise

utilize

### **Among/Between**

...the culmination of close links among the alumni on the island.

not

...the culmination of close links between the alumni on the island.

...awareness in the intellectual class...

not

...awareness among the intellectual class...

### **Apostrophe**

Harris'

not

Harris's

### **Article**

“A”, “an” and “the” are articles; “a” and “an” are indefinite articles, e.g., a story, an episode; “the” is a definite article, e.g., the story of the king of England.

No article is used before plural nouns that refer to an indefinite number of things or people, e.g., samsui women worked in the construction industry, not the samsui women worked in the construction industry, but the samsui women who worked in the construction industry.

### **As such**

...most of the staff teaching in the school were mostly former students of the institution.

As such, they were feisty...

The queue was a symbol of one's loyalty to the Qing imperial court. This being so, during the fighting in 1911, the provincial governor gave the order that those without queues were to be treated as revolutionaries.

not

The queue was a symbol of one's loyalty to the Qing imperial court. As such, during the fighting in 1911, the provincial governor gave the order that those without queues were to be treated as revolutionaries.

## Attribution

In making attribution, the researcher/writer should be consistent – either given name and surname or surname only. Do not do both in the same paper.

## Beside/Besides

...beside each other...

...besides attending military trainings and political courses...

## Bring/Take

...women who took this tradition with them as they migrated...

not

...women who brought this tradition with them as they migrated...

## Bracket

... books in Singapore have been selective rather than comprehensive (for example, *Singapore Children's Literature: An Annotated Bibliography* [NLB, 2005] and *An Annotated Bibliography of Singapore Children's Books* [Williams, 2004]), the books discussed here...

## Compare

with – like, e.g., He compares the new car with the previous model.

to – unlike, e.g., He compares the movie to a yoga exercise.

## Comprise

...comprising the king, local aristocrats and religious scholars or ...

not

...comprised of the king, local aristocrats, and religious scholars...

## Confusing word

offer – to present for acceptance, approval or consideration

proffer – to offer something intangible, e.g., friendship

bring here

take there

... before they emigrated from...

...before they immigrated to...

systematic – methodical, made or arranged according to a system, e.g., ... a systematic approach to research is needed to fully understand the nature of knowledge-sharing behaviour...

systemic – affecting the whole organism or bodily system

...that may affect their governing capacity...

not

...that may affect their governance capacity...

disinterest means not influenced by personal interest or motive, or impartial

uninterest means not interested, or indifferent

...first section illustrates how the Southeast Asian states' China policies...

not

...first section illuminates how the Southeast Asian states' China policies...

forego means go before, or precede

forgo means to do without, or give up

every day means happening daily, i.e., She drinks tea every day.

everyday means usual, or ordinary, i.e., Drinking tea is her everyday habit.

statistic means data

statistics means collection of numbers

...predominant picture of women in Aceh...

not

...overwhelming picture of women in Aceh...

...has to determine if the politician is a leader...

not

...has to identify if the politician is a leader...

...seen from the author's perception...

not

...speculated from the author's perception...

...could sink laden merchantmen within sight of...

not

...could sink laden merchants within sight of...

...had no facilities to back them...

not

...had no infrastructure behind them...

...Daoism, one of the main religions of Chinese religious culture...

not

...Daoism, one of the central tenets of Chinese religious culture...

...borrowed a hammer and broke open the door...

not

...borrowed a hammer and prised open the door...

...stable years in British Rangoon and the simultaneous decline of the Qing dynasty in...

not

...stable years in British Rangoon and the corresponding decline of the Qing dynasty in...

Shipping then became the essential transportation and communication mode for the region.

not

Shipping then became the essential transportation and communication infrastructure for the region.

...he became a bad debtor to Finlay Fleming & Company...

not

...he became a bad paymaster to Finlay Fleming & Company...

...and honoured in accordance with traditional Buddhist and Confucian precepts.

not

and honoured in accordance with traditional Buddhist and Confucian teachings.

## **Consistency**

... he expanded his business to Ipoh, Batavia, Malacca and Rangoon... (They are towns.)

not

... he expanded his business to Perak, Batavia, Malacca and Rangoon... (Perak is a state.)

...prevalence of crime and gangsterism in the informal settlements  
not

... prevalence of crime and gangsters in the informal settlements

### **Context**

In the 16<sup>th</sup> century, Tomé Pires said: “Whoever is lord of Malacca has his hand on the throat of Venice.”

not

Tomé Pires said: “Whoever is lord of Malacca has his hand on the throat of Venice.”

### **Dash**

-- used to explain or amplify, e.g., He did it often – but only when he was angry.

-- used instead of brackets, e.g., The young man – known by many for his charms – has left the company.

### **Date**

Standardise the date format.

15 February 1942

not

February 15, 1942

not Feb 15, 1942

Use BC (Before Christ) and AD (Anno Domini) which are more commonly used and understood than BCE (Before Common or Christian Era) and CE (Common or Christian Era).

Suggestion: do away with the use of AD because it is understood, unless there is a BC date, e.g., Han Dynasty (202BC--AD220).

1930s

or

1930's (use either one, not both)

## Due to

Due to means caused by, not because of

...informal settlements also developed because of a lack of planning regulation...

not

...informal settlements also developed due to a lack of planning regulation...

...women recruits joined the guerilla war because of a myriad reasons...

not

...women recruits joined the guerilla war due to myriad reasons...

## Expression

...that the man in the street has...

not

...that the man on the streets has...

...would be on a par with them...

not

...would be on par with them...

He and his elder sister then have to...

not

He and his older sister then have to...

...influences began to take root in...

not

... influences began to take their roots in...

...society needed to improve its treatment...

not

... society needed to improve on its treatment...

## Geographical Name

Peninsular Malaysia

Malay Peninsula

Malay Archipelago

Strait of Malacca

Singapore Strait

Southeast Asian states and Hong Kong  
not  
Southeast Asian and Hong Kong states

southern China (indicating location)  
not  
Southern China

South China Sea (South is part of the name)

## **Grammar**

Two web portals were launched by Singapore Press Holdings in 2007.  
not

Two web portals are launched by Singapore Press Holdings in 2007.

Both sites are two of the most entertaining web portals that connect and engage with readers on the web...

not

Both sites are one of the most entertaining web portals that connects and engages with readers on the web...

Before the 1997 Asian financial crisis, the "East Asia Economic Miracle" story depicted...

not

Before the 1997 Asian financial crisis, the "East Asia Economic Miracle" story depicts...

While this factional defection did not immediately lead to KMT's loss of power...

not

While this factional defection did not immediately led to KMT's loss of power...

...they are often referred to only in passing in Singapore's history as among its early pioneers...

not

...they are often referred to only in passing in Singapore's history as one of her early pioneers...

...would certainly enhance...

not

...would certainly enhanced...

## Headline

Lee Kong Chian Research Fellow: Dr Mahani Binti Awang  
An avid believer of peace, justice  
better than  
Dr Mahani Binti Awang  
Lee Kong Chian Research Fellow

Paper Boat a convincing tale  
better than  
Paper Boat: A novel

Dearth of children's books depicting World War II in Singapore  
better than  
The depiction of World War II in Singapore in books for children

## Homonym

stationary – stationery

access – assess

...in which a state seeks to ensure its long-term interests by placing...  
not

...in which a state seeks to insure its long-term interests by placing...

...land routes complemented rivers in creating lowland and upland exchange network...  
not

...land routes complimented rivers in creating lowland and upland exchange network...

## Honorific

Honorifics such as Mr, Ms should be used, Dr is optional. But it may be politically correct to use them for prominent political figures, but not historical figures.

## Hyphen

- used between parts of a compound word, e.g., black-and-white illustrations, many-sided box, brother-in-law, twenty-second.

- used between syllables of a divided word at the end of a line, e.g., hy-phen.

- do not hyphenate adverb with adjective, e.g., newly or partly erected dwellings  
not  
newly- or partly-erected dwellings

### **Infinitive**

Here, Suriani managed to make contact...  
not  
Here Suriani managed made contact...

### **Italics**

For  
- Book titles, e.g., *Pilgrim's Progress*, *The Grapes of Wrath*  
- Non-English words, e.g., *Tripitaka*, *sotto voce*

### **Many/Much**

...without much choice...  
or  
...without many choices...  
not  
...without much choices...

### **Miscellaneous**

either...or  
not  
either...nor

neither...nor  
not  
neither...or

They do not necessarily show the Malayan features or cosmopolitan designs.  
not  
They do not necessarily show the Malayan features nor cosmopolitan designs.

Throughout the 1960s  
not  
Through the 1960s

World War I  
not  
First World War

World War II  
not  
Second World War

Lunar New Year  
not  
Chinese New Year

...readers and teachers of literature as well as academics, researchers, librarians, book traders and the general public...

not

...readers, teachers of literature as well as academics, researchers, librarians, the book trade as well as the general public...

After having been praised for the work that they did, these women were further described as...

not

After having praised these women for the work that they did, they were further described as...

...paid 30 dollars to an agent to help her make the necessary arrangements to work overseas, which covered the fare for her journey, food and other migration procedures.

not

...paid 30 dollars to an agent to help her make the necessary arrangements to work overseas, including the fare for her journey, food and other migration procedures.

...remembered or noted and honoured for their contributions by society through such events as the Lunar New Year festivities, when special meals were provided for them.

not

...remembered by society through such events as special meals being provided over the Lunar New Year festivities, or noted and honoured for their contributions.

...by missionaries who fanned out...

not

...by missionaries that fanned out...

...such examples as newspaper reports

not

...such examples including newspaper reports

...between 12 and 18 years old

not

...between 12-18 years old

Mr Low Kim Pong founded the monastery in 1898 and invited Venerable XianHui as the first abbot

not

Mr Low Kim Pong founded the monastery in 1898 by inviting Venerable XianHui as the first Abbot

In Singapore, businessmen, including hawkers, designated a day when their revenues or profits were donated.

not

In Singapore, business, including hawkers, designated a day where their revenue or profits were donated.

...writers, readers and teachers of literature as well as academics, researchers, librarians, book traders and the general public...

not

...writers, readers, teachers of literature as well as academics, researchers, librarians, the book trade as well as the general public...

...or who had dependents were rejected.

not

...or who had dependants were rejected.

They were both born in Fujian Province, Lim in Yongchun in 1894 and Ho in Xiamen in 1895.

not

They were both born in Fujian Province, Lim in Yongchun during 1894 and Ho in Xiamen during 1895.

...and worked as an English tutor at night.

not

...and worked as an English tuition teacher at night.

Since independence, the Singapore government has...

not

Since its independence, the Singapore government has...

...an underdeveloped colony

not

an underdeveloped colonial country

Nowadays, some Chinese clan associations in Singapore organise trips for people to visit their "home" villages in China in search of ancestral roots, participate in international conventions of clansmen and offer business training programmes.

not

Nowadays, some Chinese clan associations in Singapore organise trips for people to visit their "home" villages in China in search of ancestral roots, as well as participating in international conventions of clansmen and offering business training programmes.

The story of the execution of Venerable Pu Liang has been transmitted orally among people familiar with the monastery's history.

not

The execution of Venerable Pu Liang has been transmitted orally among people familiar with the monastery's history.

The adversities in our lives, the day-to-day challenges that we face, are most often...

not

The adversities in life, the day-to-day challenges that we face, are most often...

...a complete list of early Malay books from the 19th century until 1920.

not

...a complete list of early Malay books in the 19th century until 1920.

The researcher has also taken a preliminary look at a comparative study...

not

The researcher has also done a preliminary look at a comparative study...

Singapore, China, Hong Kong and Taiwan are key players in Tu Wei-Ming's first symbolic universe under "Cultural China"...

not

Singapore (including China, Hong Kong and Taiwan) are key players in Tu Wei-Ming's first symbolic universe under "Cultural China"...

...outside China...

not

...outside of China...

...one of the oldest surviving English newspapers...

not

...one of the surviving oldest English newspapers...

He had his early education at Penang Anglo-Chinese School...

not

He attended early education at Penang Anglo-Chinese School...

...commercial bank in Penang in 1935.

not

...commercial bank in Penang in 1935.

pounds sterling

not

sterling pounds

...massive bad debts owed by...

not

...massive bad debts emanating from...

... a traditional Chinese herbalist...

not

... a Chinese traditional herbalist...

...its place as a gathering centre for traders...

not

...its centre as a gathering place for traders...

Some of its more unusual items...

not

Some of its more unique items

There are reasons the present study uses...

not

There are reasons why the present study uses...

They were included in the UNESCO World Cultural Heritage List in 1999.

not

They were included in the UNESCO World Cultural Heritage List since 1999.

...superiority of the Western model over the Oriental...

not

superiority of the Western model over the Orient...

Recent films have once again proved...(past participle)

not

Recent films have once again proven...

but

proven track record (adjective)

...mistake or failure is more often frowned upon...

not

...mistake or failure is often more frowned upon...

... he also mentioned the tax on salt...

not

...he also mentioned about the tax on salt...

...such as Trà Mi, Tiên Phước and Đại Lộc...

not

...such as Trà Mi, Tiên Phước, Đại Lộc, and so on...

### **Noun-Verb**

practice – noun

practise – verb

takeover – noun

take over -- verb

...riverine-based upland-lowland exchanges have been practised since prehistoric times.

not

...riverine-based upland-lowland exchanges have been practiced since prehistoric times.

## Number

Spell out the numbers from one to nine. Use figures from 10 onwards. But use “from 5 to 15”.

Use figures for

- decimals, e.g., 2.3, add 0 to .23, e.g., 0.23, except when writing about firearm calibre, e.g., .45 pistol
- money, e.g., \$2.30
- weights, e.g., 2.3 kg
- measures, e.g., 2.3 mm
- temperatures, e.g., 23 deg C
- percentages, e.g., 2.3%

...political leadership after 59 years became virtually non-existent overnight...

or

...political leadership after approximately 60 years became virtually non-existent overnight...

not

...political leadership after approximately 59 years became virtually non-existent overnight...

...23 feature films were produced by...

not

... approximately 23 feature films were produced by...

majority of Katu people, numbering about 22,700 people

not

majority of Katu people, numbering about 22,759 people

...with fewer than 200 books... evolved into a unique resource of more than 20,000...

not

...with less than 200 books... evolved into a unique resource of over 20,000...

...life's unexplained phenomena that have become...

not

...life's unexplained phenomenon that have become...

In its effort to eliminate sabotage, the MCP...

not

In their effort to eliminate sabotage, the MCP...

every new recruit  
not  
every new recruits

### **Only**

Yijing continued walking through the night and was able to rest only when he reached...  
not

Yijing continued walking through the night and was only able to rest when he reached...

...an English education which had only English and European references...  
not

...an English education which only had English and European references...

...students would share their knowledge only with those who approached them...  
not

students would only share their knowledge to those who approached them...

### **Preposition**

Unlike in Malacca, however, where the wives of sultans are...  
not

Unlike Malacca, however, where the wives of sultans are...

Both of them also featured prominently in the Chinese community in Singapore.  
not

Both of them also featured prominently among the Chinese community in Singapore.

...have an impact on performance  
not

...play an impact in performance

The story centres on 15-year-old Julie...  
not

The story centres around 15-year-old Julie...

...partly rooted in patriarchal bias...  
not

...partly rooted from patriarchal bias...

...often looked at with deep suspicion..

not

...often looked down with deep suspicion...

...a love of reading in the Chinese community...

not

...a love of reading among the Chinese community...

## **Pronoun**

...from the Singapore Sports Council Library, with which the Lee Kong Chian Reference Library has established a working partnership.

not

...from the Singapore Sports Council Library, with whom the Lee Kong Chian Reference Library has established a working partnership.

...clubs and religious bodies which publish...

not

...clubs and religious bodies who publish...

...ancient texts which contend that...

not

...ancient texts who contend that...

...honour listed companies which have helped...

not

...honour listed companies who have helped...

...share the knowledge with their peers who they thought needed it.

not

...share the knowledge with their peers whom they thought needed it.

...would be on a par with them or would perform better than they academically...

not

...would be on a par with them or would perform better than them academically...

This finding is similar to that in Org B...

not

This finding is similar to those in Org B...

...in the age of technological revolution in which cultural changes are also expected to be...

not

...in the age of technological revolution where cultural changes are also expected to be...

...English-speaking Singaporeans, who include Malays and Indians as well.

not

...English-speaking Singaporeans, which include Malays and Indians as well.

...have a tradition of codified laws as sophisticated as those which existed...

not

...have a tradition of codified laws as sophisticated as that which existed...

...descriptions changed to those of a sleepy backwater...

not

...descriptions changed to that of a sleepy backwater...

The media company's website displays professionalism with strong Western connotations in projecting itself...

not

The media company's website displays professionalism with strong Western connotations in projecting themselves...

...to identify the key political actors (i.e., factions) and examine the cost-benefit calculations in the intra-dominant party and inter-party arenas...

not

...to identify the key political actors (i.e., factions) and examine the cost-benefit calculations in its intra-dominant party and inter-party arenas...

...an annual report fulfils the company's purpose of positioning itself as an attractive investment...

not

...an annual report fulfils the company's purpose of positioning it as an attractive investment...

...an act with which a state chooses to place...

not

...an act when a state chooses to place...

## Punctuation

...any of the literary genre, e.g., short story, novel, poetry...

not

...any of the literary genre e.g. short story, novel, poetry...

...newspapers and, to a lesser degree, local journals.

not

... newspapers, and to a lesser degree, local journals.

## Quotation Mark

“the three ‘samsui por’ are now too old to work...”

## Singular/Plural

...mandatory for publicly traded companies to issue annual reports communicating their past progress to their investors/shareholders...

not

...mandatory for publicly traded companies to issue annual reports communicating a company’s past progress to its investors/shareholders...

...propose that a canonical examination be administered to monks intending to journey to the west, and that only those passing such an examination...

not

...propose that a canonical examination be administered to monks intending to journey to the west, and that only those passing these examinations...

Steamships helped along with advances in their engines...

not

Steamships helped along with advances in its engine...

Each camp conducted its everyday life in accordance with its own rule.

not

Each camps conducted their everyday life in accordance with their own rule.

...Lou Lan (born in 1947 in Bentong, Pahang) and Zhao Ya Yin (born in 1955 in Batu Gajah, Perak), for instance, were born into families that supported...

not

...Lou Lan (born in 1947 in Bentong, Pahang) and Zhao Ya Yin (born in 1955 in Batu Gajah, Perak), for instance, were born into a family that supported...

None – is always singular, e.g., None is happy with the news.

Media is plural of medium, e.g., Media are...

## **Spelling**

Use the dictionary as authority.

These are the preferred spelling/usage:

artefacts

not

artifacts

collectable

not

collectible

shop houses

not

shophouses

mementoes

not

mementos

post-colonial states

not

postcolonial states

Macao

not

Macau

Indo-China  
not  
Indochina or Indo China

guerilla  
not  
guerrilla

among  
not  
amongst

while  
not  
whilst

e-zine  
e-mail  
e-business

glamour  
glamorous

humour  
humorous

flammable  
not  
inflammable

heyday  
not  
heydays

pronunciation  
not  
pronounciation

## Subject-verb concord

Exceptions to this rule are made for authors, such as Goh Poh Seng, who have a considerable body of works before they emigrated, or who, like Ho Ming Fong, have received awards and have maintained literary ties in Singapore.

not

Exceptions to this rule are made for authors, such as Goh Poh Seng, who has a considerable body of works before they immigrated, or who, like Ho Ming Fong, has received awards and has maintained literary ties in Singapore.

Kuomintang attempted to unite China under its authority

not

Kuomintang attempted to unite China under their authority

After the fall of Singapore, Japan's priority was to bring Dutch East Indies (Indonesia) under its control.

not

After the fall of Singapore, Japan's priority was to bring Dutch East Indies (Indonesia) under their control.

...and was one of the longest serving abbots in the Shuang Lin Monastery.

not

...and was one of the longest serving abbot in the Shuang Lin Monastery.

The printing of Malay school books was virtually given...

not

The printing of Malay school books were virtually given...

When William Milne of the LMS and Chinese printers visited Java from March to August 1814, they met Raffles who helped them with their travels throughout the island.

not

When William Milne of the LMS accompanied by Chinese printers, visited Java from March to August 1814, they met with Raffles who helped them with their travel throughout the island.

...knowledge and information were a decisive force...

not

...knowledge and information was a decisive physical force...

The Federated Malay States of Perak and Selangor had their own government printing presses in the 1890s. In 1904, these were amalgamated...

not

The Federated Malay States of Perak and Selangor had their own government printing press in the 1890s. In 1904, these were amalgamated...

Majority – can take either singular or plural verb, depending on the construction, e.g.,  
The majority of the committee members have agreed to accept the proposal.

The majority has voted to accept the proposal.

...American couple who said explicitly that they were tourists and were elated to have chanced...

not

...American couple who said explicitly that they were tourists and was elated to have chanced...

...failure or occasional mistakes seem...

not

...failure or occasional mistakes seems...

...failures or an occasional mistake seems...

not

...failures or an occasional mistake seem...

...that top box office performers, such as *Titanic*, are high...

not

...that top box office performers, such as *Titanic*, is high...

... officer also explained how technological trends and learning have impacted...

not

... officer also shared how technological trends and learning has impacted...

## Syntax

It was a major supplier of textbooks with Malayan content for Chinese children.

not

It was a major supplier of textbooks for Chinese children with Malayan content.

The shop-houses with tiled sloping roofs, wooden shutters and animal figures in plaster below the windows are those found in the Straits Settlements.

not

The shop-houses are those found in the Straits Settlements with tiled sloping roofs, wooden shutters and animal figures in plaster below the windows.

Minister Mentor Lee Kuan Yew, during the anniversary celebrations of the project, described the landmark park as the “priority of all priorities” among all China-Singapore bilateral cooperation projects.

not

Minister Mentor Lee Kuan Yew described the landmark park as the “priority of all priorities” among all China-Singapore bilateral cooperation projects during the anniversary celebrations of the project.

Aside from being formally recognised, volunteers are also given certain other benefits.

not

Aside from being formally recognised, certain other benefits are also given to the volunteers.

...that they should be subservient to and grateful for British authority.

not

...that they should be subservient and grateful to and for British authority.

The book was first published in 1976 in the United States where it won...

not

The book was first published in the United States in 1976 where it won...

He spent several years working first for the Survey Department as a surveyor, then as a translator at a Chinese newspaper...

not

He spent several years working for first the Survey Department as a surveyor, then as a translator at a Chinese newspaper...

...wealthy people who lived in mansions, and who were attended by servants.

not

...wealthy people who lived in mansions attended by servants.

...the immediate cause of the sailor’s death might have been

not

...the sailor’s immediate cause of death might have been

This was partly based on the reality that Malacca's importance as a trade centre had declined, and partly on the changed circumstances of colonisation.

not

This was partly based on reality: Malacca's importance as a trade centre had declined, and partly on the changed circumstances of colonisation.

...the common man, following traditional customs, married a second wife only when he had been divorced or the first wife had died...

not

...the common man married a second wife only when he had been divorced or the first wife had died following traditional customs...

Because of its geographical location midway between North and South Vietnam, Quang Nam province is regarded by historians as a melting pot...

not

Because of its geographical location midway between North and South Vietnam, historians regard Quang Nam province as a melting pot...

...lingering concerns within Parliament about the immigrants' long-term intentions ...

not

...lingering concerns about the immigrants' long-term intentions within the Parliament...

### **This/That These/Those**

...stories of Chinese entrepreneurs in the three territories selected for this article...

Among the many articles he wrote in the magazine, were these famous articles...

...though their jobs seemed to be equal to those of the men's...

not

...though their jobs seemed to be equal to that of the men's...

### **Usage**

Despite dominating the political landscape of...

not

Despite ruling the political landscape of...

His grounding in history...

not

His training in history...

The difficulty of getting sufficient food supply forced many to rely...  
not

The harshness of getting sufficient food supply forced many to rely...

...it could also be a voyage by sea...

not

...it could also be a journey by sea...

Among this relatively small number of autobiographies, few were written...

not

Within this relatively small number of autobiographies, few were written...

...it comprises fiction books...

not

...it comprises of fiction books...

...dispersion of Jewish people outside their Holy Land...

not

...dispersion of Jewish people outside of their holy land...

...author who wrote the novel *Bend It Like Beckham*...

not

...author who novelised *Bend It Like Beckham*...

...Nakri and her elder sister's attempts...

not

... Nakri and her older sister's attempts...

...Mr Lim described how the government had changed mindsets...

not

...Mr Lim highlighted how the government had changed mindsets...

...a research associate showed how PRS can benefit organisations...

not

...a research associate shared how PRS can benefit organisations...

... Lim described how the government...

not

... Lim highlighted how the government...