

WG1–WG16

- WG1. **Know your audience.**
- WG2. **Use proper grammar.**
- WG3. **Keep it simple.**
- WG4. **Watch out for (potentially unclear) words such as: it, this, that.**
- WG5. **Display (by centering) important equations and mathematical expressions.**
- WG6. **Equation numbering guidelines.**
- WG7. **Use English and minimize the use of cumbersome and unnecessary notation.**
- WG8. **Separate mathematical symbols/expressions with English words.**
- WG9. **Begin each sentence with a word, not a math symbol.**
- WG10. **Do not use $*$ for multiplication or $^$ for exponents. For complicated fractions, do not use $/$.**
- WG11. **Use italics for variables when using a word processor.**
- WG12. **Use the pronouns “we” rather than “I”, “you”, or “me”.**
- WG13. **Write a first draft of your proof and then revise it.**
- WG14. **Keep your reader informed.**
- WG15. **Format of Direct Proof of a conditional statement** (i.e., of P (the hypothesis) $\implies Q$ (the conclusion)).
- WG16. **Format of Other Proofs.**