

Wartburg Biology Writing Style Guide

The Wartburg Biology Department faculty have chosen to adopt a style manual to establish a consistent writing format across all of your biology courses. You should use the style and format guidelines in this document for all of your writing in biology, unless your instructor specifically instructs you to use a different style. This document includes the most pertinent information from *Scientific Style and Format*, The CSE Manual for Authors, Editors, and Publishers, 7th ed. by the Council of Science Editors. If you have any questions that go beyond the scope of this document, you should refer to either *A Short Guide to Writing About Biology*, 8th ed. by Jan A. Pechenik or *Scientific Style and Format*, which can be found in the reference section of Vogel Library.

Section 1: Numbers and Units

Whole Numbers

Modern scientific number style generally favors the use of numerals (1, 29) when discussing whole-number quantities as opposed to writing out the words (three, twenty-nine). Numerals are also used to indicate mathematical relationships (3:1 ratio, 100x magnification). There are four types of exceptions to this general rule.

1) If the number is the first word in the sentence, use the word, not the numeral.

Example: Ten adult females were selected for the study.

(not 10 adult females were selected for the study.)

2) If two numbers are adjacent in the sentence, one of them should be written as a word, and one as a numeral. If one of the numbers represents a measurement amount, that number should be written as a numeral.

Example: Five 1 mL aliquots were dispersed.

(We measured twenty 30 g samples.)

3) Spell out the words for the numbers zero and one unless they indicate a measured or calculated value. Values that meet this exception will generally have units associated with them.

Example: In each trial, one mouse was used as a control.

(The zero value for the spectrophotometer was obtained using a blank.)

(The mean growth for plants in the treatment group was 0 mm.)

(All samples were treated for 1 hour.)

4) A number that is a part of a figure of speech should be written as a word. Generally, you should avoid figures of speech in scientific writing, so you should not use this exception often.

Example: Three strikes and you're out.

(This tells us a thing or two about....)

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