Pointers for writing a technical document:

1. Start each sentence with words that are the most important in that sentence.
   Example: It can be readily shown that….. is not a good start.
2. Never start a sentence with a number or a formula
   Example: 173 µM solution of lysozyme was …
3. Be consistent. Use the same acronym or symbol through out the manuscript.
   Example: magnesium, Mg(II), Mg ion, Mg 2+, pick one and stick with it.
4. Use standard abbreviations for all units
   Example: hours, Hrs, Hr, H, hs but the correct one is ‘h’.
5. Always indicate concentrations, or volumes, of the reagents in parenthesis after the chemical name
   Example: 17 µM of lysozyme was added to… is not correct.
6. Round-up the numbers as needed, and use Scientific notation
   Example: 0.73x10^3 M^{-1}
7. Indicate errors in measurements as X±Y not in parentheses
   Example: X (±Y) is not a good representation.
8. Insert a space between the number and its unit. They are two separate entries
   Example: 7Å is not correct.
9. Always indicate units of quantities unless they are dimension-less.
   Example: 9 ppm, 2 s etc.,
10. Do not include multiple ideas in one paragraph. Write them separately.
11. All figures must have captions, and they all should be numbered sequentially in the document. This sequence should match the order in which they are discussed in the text.
13. All Tables: follow rule 11.
14. Use past tense for your work, and present tense to describe facts that are well established in the literature.
   Example: The sample was crystallized from….. (past)
   Sun rises in the east. (present)
15. Consolidate information and avoid unnecessary repetitions within each page.
16. When quoting several numerical values with the same units, indicate units only for the last value.
   Example: 250, 260, and 270 nm
17. Note that ‘Data’ is plural and ‘datum’ is the corresponding singular form.