

## Building A House Style: Applying Lessons Learned from CSE 2017

Resa Roth, ELS  
Freelance Editor  
Yeast Resource Center  
Merck KGaA

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## My Background

**Yeast Resource Center**  
Technology and Science

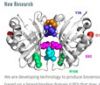
**About the YRC**  
The YRC is a public Resource of Technology Research Center based at the University of Washington in Seattle, USA to learn more about us.

**Technology Development**  
Learn more about the technologies being developed by the YRC, and the challenges we are facing together, towards our patients.

**Collaboration**  
Learn how to collaborate with the YRC, sharing our knowledge and expertise on your research.

197	230	\$38M	727
ACTIVE PROJECTS	ELLIS GRANT AWARDS SINCE 2011	ANNUAL REVENUE (MILLIONS)	YRC PUBLICATIONS

**Key Research**




We are developing technology for multi-omics integration and data analysis. Our research focuses on understanding the molecular mechanisms of complex diseases and identifying potential therapeutic targets. The goal of our research is to improve the diagnosis and treatment of various diseases.

**Latest Publications**

Chen, C.H. et al. (2017) A Novel CRISPR-Cas9 System for Genome Editing in *S. cerevisiae*. *ACS Synthetic Biology* 6(11): 2017-2027. DOI: 10.1021/acssynbio.7b00119

The team at YRC has published several papers in the field of CRISPR-Cas9 genome editing in *S. cerevisiae*. Our research focuses on understanding the molecular mechanisms of complex diseases and identifying potential therapeutic targets. The goal of our research is to improve the diagnosis and treatment of various diseases.

<http://depts.washington.edu/yeastrc/>



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## Entering CSE 2017

- First time attending CSE annual meeting

My goals were

- To gain knowledge and information
- To meet people and build relationships
- To grow freelance work opportunities



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## At CSE 2017

- Attended session 2.4 “How to Maintain and Update Outdated House Style”
- Attended session 3.2 “OA Monographs: Perspectives and Approaches”
- Both sessions influenced my future work prospects

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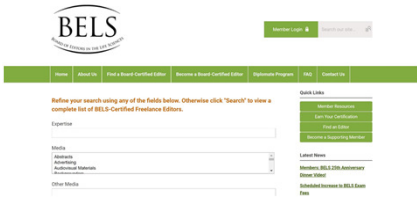
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## After CSE 2017

- Updated my BELS profile to include “monographs” as a work area of interest



<http://www.bels.org/freelance-directory#/>

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## After CSE 2017

- Shortly thereafter, I was contacted by Merck KGaA regarding a freelance editing opportunity



<https://www.emdgroup.com/en>

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## Merck KGaA Opportunity

- Because I attended session 2.4, I felt comfortable proceeding with the project
- Merck desired a consistent, uniform style
  - Different authors = different styles
  - I created a “style sheet” to keep my editing choices consistent and help future authors



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## Style Sheet

### Merck Monograph style sheet

#### formatting and spacing

**Side headers (Title and second level):** capitalize headers.

**Paragraph spacing:** follow a p.g., after a p.g., line spacing = exactly 17.8 pt. For lists of defined terms (e.g., solution definitions, etc.), etc.), you may use single spacing for a header.

**Headings:** make all headings bold.

**DEFINITION, IDENTIFICATION, ASSAY, IMPURITIES, SPECIFIC TESTS, and ADDITIONAL REQUIREMENTS:** use all capital and redge line.

**System Nomenclature, Analytical, Chromatographic Conditions, Stability Requirements, and Chromatographic System:** capitalize each word and use redge line.

**Samples, Result, etc.:** capitalize and use black font.

**Heading followed by a colon:** (e.g., “Testing factor”); capitalize the first word only.

**Figure headings:** capitalize all words (see bold 11 pt. font).

**Axis labels:** capitalize the first word only (see bold 11 pt. font).

**Table column and row headings:** capitalize the first word only (unless it is always uppercase).

**General chapters, reference standards, etc.:** lowercase general references to errata, interim revision announcements, and revision bulletins. Stage 6 Harmonization remains uppercase. All of these items should be uppercase when referring to a specific instance, number, etc. See the following examples:

- USP General Chapter 11
- refer to the USP Reference Standards
- Reference standards are provided for more information.
- The USP general chapters provide details.

Use <#> whenever referring to a specific method (such as FTIR) and use **General Chapter #** in examples such as this: “In scope of General Chapter 921 . . .”

**Solution names, assay, mobile phase, chromatographic system, and system** . . .

### Merck Monograph style sheet

#### general guidelines

**Order/serial comma:** use the comma (comma) after the penultimate item in a list of three or more items (e.g., “See Tables 1, 2, and 3”).

**Acronyms:** define upon first reference (e.g., HPLC, UHPLC, FTIR, LC-MS, etc.) and do not redefine them in monographs unless they are not previously mentioned (i.e., in the monograph document).

**And/or:** change to one or the other (or both), depending on the context.

**Quoted text:** minor edits are acceptable (e.g., serial comma, capitalization, acronym, etc.).

#### spelling and naming


**MLT and NMT:** spell these out upon first occurrence in the document (i.e., “not less than” and “not more than”).

**Spellings:** use the following spellings in bold:

- “Organic” or “organic” (not “organ”) (see health catalogue numbers for these on SigmaAldrich.com)
- “methyl” or “methyl” (not “methyl”)
- “100%” or “100%” (not “100%”) (see health catalogue numbers for these on SigmaAldrich.com)
- “100%” or “100%” (not “100%”) (see health catalogue numbers for these on SigmaAldrich.com)
- “100%” or “100%” (not “100%”) (see health catalogue numbers for these on SigmaAldrich.com)

**Data summary:** use the following conventions (including capitalization):

STEV  
STEV  
LOD  
LOD  
LOD  
STEV  
STEV  
STEV



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## Tips Utilized from Session 2.4

- Use a style manual as a base and build upon it/customize as needed




- Use examples

**General chapters, reference standards, etc.:** lowercase general references to errata, interim revision announcements, and revision bulletins. Stage 6 Harmonization remains uppercase. All of these items should be uppercase when referring to a specific instance, number, etc. See the following examples:

- USP General Chapter 11
- refer to the USP Reference Standards
- Reference standards are provided for more information.
- The USP general chapters provide details.

Use <#> whenever referring to a specific method (such as FTIR) and use **General Chapter #** in examples such as this: “In scope of General Chapter 921 . . .”



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### Tips Utilized from Session 2.4

- Use categorization
  - formatting and spacing
  - general guidelines
  - spelling and naming
- Use version control and revision history

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### After the Monograph Project

- I was offered varying types of freelance work opportunities at Merck:
  - White paper
  - Roundtable report
  - Scientific articles
  - Brochures
  - Flyers
- One opportunity led to more

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### Lessons Learned from CSE 2017

- Update your resume and related public profiles to include knowledge gained from CSE
- Embrace new opportunities that may arise as a result
- Have the confidence to apply what you have learned at the meeting

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Questions?



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