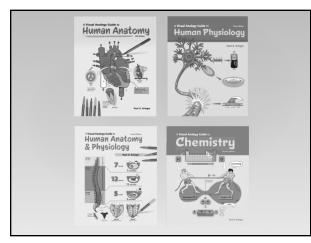
TAA Virtual Conference 2023

Don't Gloss Over the Glossary!

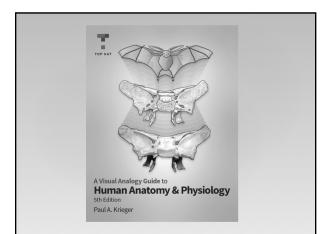
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1



2

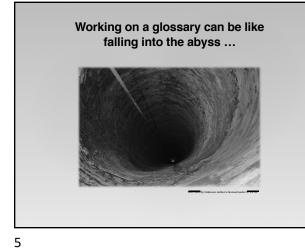


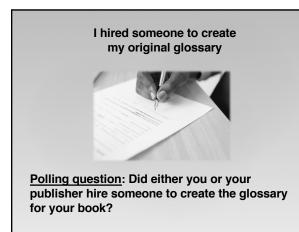


Outline

- 1) The challenges of dealing with a glossary
- 2) The idea for the master glossary
- 3) My eight guidelines for working on the master glossary
- 4) Q. & A.

4





Contemplate all the things that need to be considered ...



• What qualifies as a term to be included in the glossary?

- Detailed definition or concise one?
- Use examples with definition or no?
- Which pronunciation system to use?
- Include all complimentary pairs of terms?

7

When feeling overwhelmed by all the factors to consider, my engineering friends would say ...

"You are feeling overwhelmed because you do not have a <u>system</u>. Create a <u>system</u> of clearly defined rules and procedures and your problem will be solved."

8

My editor, Marta Pentecost, suggested the idea for a master glossary.



<u>Problem</u>: My three books in anatomy & physiology were being edited and revised independently so they did not have a consistent glossary.

Solution: Master glossary



Eight General Guidelines I used with My Editors for my Master Glossary

10

1) Glossary terms should be in <u>singular form</u> rather than plural form.

Artery not arteries

•<u>Reasoning</u>: most textbooks and medical dictionaries use the singular form as the default.

11

2) For glossary terms that consist of two words, the pronunciation should be placed <u>after</u> both words rather than <u>between</u> them.

 Medulla oblongata (meh-DOOL-uh ahb-lahn-GAH-tuh)

•<u>Reasoning</u>: this is a matter of preference but I feel the student will be less confused when two-word terms are always kept intact 3) For two-word terms that contain common words like "body", "node", "plane", "cavity", "loop", "cells', do not include pronunciation for these common words.

Nephron loop (NEF-rahn)

• <u>Reasoning</u>: this is less cumbersome, simpler, and cleaner

13

4) For terms that have an <u>irregular plural</u> form, list both the singular and the plural forms along with the pronunciations for both forms in the following format:

• Villus, pl. villi (VIL-us; Vil-EYE)

• <u>Reasoning</u>: this is a matter of preference but I like this best because it is clean and simple.

14

5) When an example is used in the definition, place the example at the end of the definition, after a semicolon, then use "e.g." in italics instead of "for example" or "this includes".

• ... ; e.g. cellulose

• <u>Reasoning</u>: this is for brevity, consistency, and better organization

6) When a more preferred term is offered as a "See other", the format should be that the alternate term is italicized but not the word "See".

- Fallopian tube See uterine tube
- Reasoning: this is a matter of preference

16

7) When the part of speech for a term is given, the format should be that it is abbreviated and placed in parentheses and in a regular font.

- Mucous (adj.) or Mucus (n.) (Mucous membranes secrete mucus)
- Reasoning: this is a matter of preference

17

8) When a clarification about a term is given, the format should be that it follows the term in parentheses and the words should be italicized.

- · Crest (as in bone marking)
- Reasoning: this is a matter of preference

Thanks for your attention!

19

Questions? Comments?

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20