SAMPLE
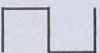
HARD COPY EDITING — Sample

The sampling method I ~~use on~~ (used in) this study was fair, but there are a few things I would improve (in) the way of sampling. First of all, I used the systematic sampling method ~~from~~ (for) only one particular type of a share, i.e., "Investment Trusts". It caused data bias, because I actually chose companies ~~from~~ (offering) one type of share. At the beginning, I said that I investigated whether a ~~highprice~~ (high-priced) ~~of~~ share makes more profit than a ~~low price of~~ (low-priced) one. I meant that the ~~share is~~ (shares sampled are) not only "Investment Trusts" ~~share~~ (shares) but also other types of shares. However(,) I investigated only "Investment Trusts" shares as a sample. This is a critical error. To solve this problem, I could use the Stratified Sampling method to collect sample data. However, in this case(,) I have to know the number of all companies on the newspaper [just] [by] counting (them) from top to bottom of the list (there would be more than 1000 companies). If I could do this, the Stratified Sampling method would provide me with a much fairer opportunity of getting ~~asample~~ (a sample) of data from all different types of ~~a share~~ (shares) than the Systematic Sampling method did. Secondly, I could choose more than 54 sets of data as a sample. The more sets of data ~~were~~ (are) used(,) the more accurate result I could get.

SAMPLE

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Standard Keys

↗	Set in upper case
↙	Set in lower case
#	Insert single space
del #	Delete extra space
PIQ	Period inside quotation marks
POQ	Period outside quotation marks
CIQ	Comma inside quotation marks
COQ	Comma outside quotation marks
stet	Let it stand
⊐⊔	Transpose elements

These keys will be used for all hard copy editing. However, only those symbols that are used in the document will be listed.