

### Story Notes:

1. **Create a personal editing checklist.** Use these story notes as a basis to build a personal editing checklist. Add other items you often overlook and use these sheets to check your future stories *before* submitting them for review.
2. **Proper nouns.** Proper nouns serve as names for people, places, and things and are capitalized. Check the spelling of all proper nouns, especially the names of businesses, products, organizations, book and film titles, etc., even if you *think* you know how to spell them. Double-check just to make sure.
3. **Unnecessary words.** We can get into the habit of using extra words when they are not necessary. Instead of *I begin to ride my bicycle*, use *I ride my bicycle*. Phrases like *begin to*, *start to*, *going to*, etc., are usually not necessary. Many times, *I think* or *I believe* is also not necessary because you are writing the piece.
4. **Overuse of *ing* words.** *Ing* words tend to be weaker words. Try not to overuse them. Whenever you use the construction of *was working*, *swimming*, *driving*, you can usually replace it with a past tense verb, *worked*, *swam*, *drove*. Watch out for too many phrases or clauses that using *ing* words—*I sat in my father's big, leather chair, reading a new book*. *Sitting in my father's big, leather chair, I read a new book*. A smattering of *ing* words is fine. Just don't overdo them.