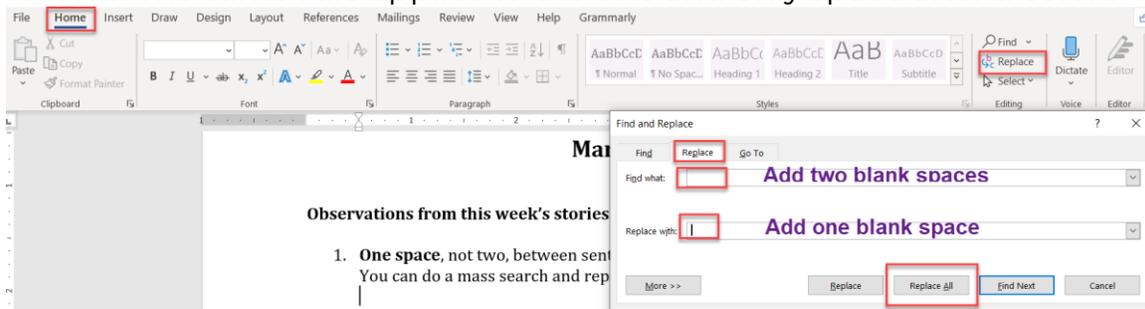


Story Notes based on Julie Folkert's story, "Chapter One - Memories":

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. Included a blank editing checklist that you can fill in and add to.
2. **One space**, not two, between sentences, always and forever, since well before the 1990s. You can do a mass search and replace using the MS Word *replace* feature. The same rule applies to the one and only space after a colon.



3. **Adverbs.** Mark Twain's take on adverbs is, "If you see an adverb, kill it." Adverbs are valid and useful at times, but they are overused, mostly to prop up a weak verb. A strong, well-chosen verb tends to eliminate the need for an adverb. My rule is to reach for an adverb only after you've decided there isn't a better verb that does the job.
4. **Numbers.** Use words to spell out all numbers below 101, including ages, and use numerals for (almost) everything 101 and above. *I bought six new books. I'll add those to my collection of 600. My class has thirty-two students. My hometown has only 400 people.*
5. **Em Dash.** An em dash is made of two hyphens with no spaces in between and is used to set off explanatory or secondary information. The dash butts right up to the last letter of the word in front of it and the first letter of the word behind it. *The dress I like the best—the one my grandmother gave me—is what I packed in my suitcase first.*

6. **Pronouns.** A pronoun refers to an earlier noun, also called an *antecedent*. Be careful when using pronouns—especially *it, that, these, those,* and *such*—to ensure it is clear what the pronoun represents. Check each pronoun to be sure you mean for it to represent the last applicable person or item named before the pronoun is used.

7. **Too.** This is a rule that has changed since we first learned it in grammar school. You no longer need a comma before *too*, even though spellcheckers, including Grammarly, insist that you do. *I want the vanilla ice cream and the chocolate too.* If *too* appears in the middle of a sentence, commas may be necessary. *I, too, want the vanilla and chocolate ice cream.*