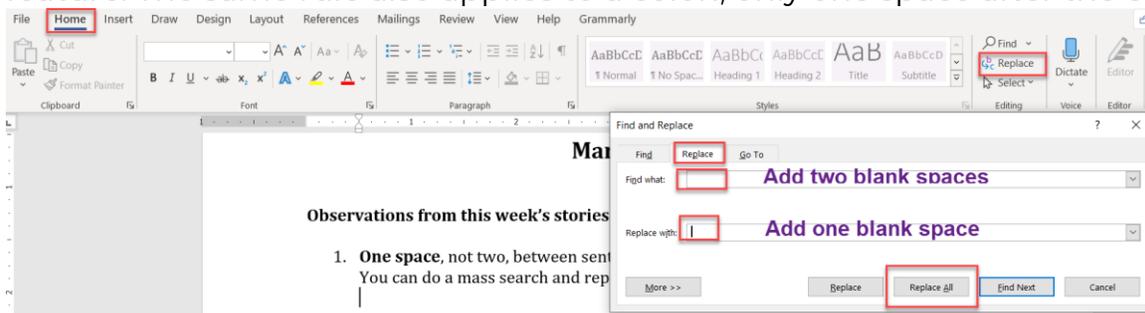


Story Notes based on John Roche's story, "Labor Day, Part Two"

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 also applies to a colon, only one space after the colon.



3. **Official names/acronyms.** State the full name of the agency, office, etc., first and follow it with the acronym in parentheses, i.e., *Chicago Manual of Style (CMOS)* or *Fire Department of the City of New York (FDNY)*.
4. **Sentence structure.** Vary your sentence structure. Move away from your favorite. If you begin too many sentences with the subject followed by a verb, add an opening or closing clause or phrase.

*I went to the mall after lunch.
After lunch, I went to the mall.*

5. **Interior monologue.** Italicize interior thought and put it in the present tense.
Why are they doing that?

6. **Dangling participle.** If you have a phrase (participle) at the beginning of a sentence, that phrase should modify/describe the noun that immediately follows it. Clear as mud, right? An example might help.

Walking through the woods, the full moon shined bright through the trees.

Grammatically, this sentence says the *moon* was out taking a stroll. To correct the sentence, it should read as follows:

Walking through the woods, we enjoyed the full moon shining right through the trees.

Now, the introductory or participial phrase correctly modifies the *we* who actually walked through the woods.

7. **Use of symbols.** We are writers, and our currency is made of words. Stay away from symbols, &, @, #, and such unless no word defines that symbol, or the symbol is used in a title or something similar.

John & Fred ate dinner at the pub last night.

John and Fred ate dinner at the pub last night.

Beth Ann Fennelly's book is titled Heating & Cooling: 52 Micro-Memoirs.

8. **Titles of books, plays, albums, television shows.** Italicize the names of longer works. All shorter works like poems, songs, television episodes, etc., should be enclosed in quotation marks, e.g., Maya Angelou's poem, "Still I Rise," but "Where Did Our Love Go" and "Baby Love" are songs included in the album *Where Did Our Love Go* by The Supremes.