

## Story Notes based on Dave Godin's story, "Watch This"

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. **Large Monetary Amounts** – Numerals are usually used for dollar amounts more than one hundred, but amounts of one million or more, a mixture of numerals and words is recommended by the *Chicago Manual of Style*.

*I accepted her offer of \$10,000 more than my asking price.  
The university operates on an annual budget of \$75.2 million.*

3. **Professional, military, religious, and civil titles.** Unless the person's title appears *before* his/her name, it should be lowercased, always.

*County Commissioner James Washington made his state of the county speech last night.*

*James Washington, county commissioner, made his state of the county speech last night.*

4. **Italics for emphasis.** Use italics for emphasis rather than quotation marks or underlining. I want to go, *now*. It's not incorrect to use quotation marks, but it's old-fashioned, as is underlining, which was done for manuscripts written with typewriters to indicate typesetters should use italics.
5. **Direction.** When using *north, south, east, or west* as a direction, lowercase the first letter, i.e., *He turned south on Main Street*. When used as a specific location, capitalize the direction, i.e., *Northeastern Maine, South Louisiana*. If the direction has *the, a, or an* right before it, it is typically a place and should be capitalized.
6. **Dialogue/interior thought** – Dialogue and interior thought should be written in the present tense as if the conversation is happening right at that moment.