

Story Notes based on Barbara Gardner's story, "The Unforgettable EB"

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. I included a blank editing checklist you can fill in and add to.
2. **Comma and independent clauses (sentences).** An independent clause is another name for a sentence. It has a subject and a verb and needs nothing else to be a sentence. Put a comma in between two independent clauses/sentences connected by *and*, *or*, or some other conjunction.

The boy ran to school, and he sneaked in without the teacher noticing he was late.

3. **Passive voice.** The passive voice is created when the subject of the sentence receives the action.

The mountain was climbed by the boy.

In this example, *mountain* is the subject, and *boy* is the object. While grammatically correct, it is a weaker style of writing. With passive voice, the true subject of the sentence *receives* the action of the verb instead of *performing* the action. The easiest way to replace the passive voice is to flip the subject and object of the sentence, as in this example:

The boy climbed the mountain.

Using the passive voice is often advantageous when someone is a victim.

The young girl was beaten and robbed by the assailant.

4. **Compound words.** Check compound words to see if they are two separate words, hyphenated, or one word—*backyard*, *front yard*, *red-light*. You can type the word(s) in question into an online search engine followed by the words *Merriam-Webster* to see the current status of such words or phrases.

5. **Commas and periods.** Always put commas and periods inside quotation marks, even with lists: *I heard a confident voice sing “You Are My Sunshine,” “Love Me Tender,” and “Rockin’ Robin.”*