

Name and number

Date due

Subject (Writing, for example)

Assignment (Story)

### **Mrs. Kragen's Elementary Editing Hints**

#### **Page Set-Up**

1. Write on the computer or in your best cursive, in blue or black ink.
2. Use one-inch margins. Your left margin must be justified; your right must be *unjustified*.
3. Whether it is handwritten or done on the computer, double space your entire document. Use Times New Roman 12.  
(5% off your grade for each!)

#### **Heading**

4. Make a complete heading. Follow example above.
5. Center the title. On the computer, make the title in bold. Don't underline or put quotes around it.  
Capitalize the initial letters only of the first word, last word, and all important words.

#### **Punctuation**

6. Put only one space between words; put only one space after a comma or semicolon. Put no spaces between quotes and words.
7. Put one or two spaces after a period, colon, question mark or exclamation mark. The library prefers one space while I prefer two. Choose whichever you like, but be consistent!  
(5% off your grade!)
8. Use only one exclamation mark per sentence, please!
9. Put NO spaces before any punctuation mark except a quotation mark (like "this," see?) and an ellipsis . . . made by typing space period space period space period space. (Use rarely!)

#### **Spelling**

10. "A lot" is misspelled a lot.
11. Spell out small numbers (ten and under.)
12. Spell out abbreviations except for a title in front of a person's name. (Don't use "&," for example).
13. Please, *do* use your spell-checker to help edit your work.

## Paragraphing

14. To start a new paragraph hit return (once only) and tab (once only). Do not skip an extra line between paragraphs. If handwriting, indent a new paragraph the width of two fingers.
15. Keep your tenses consistent, especially within a paragraph.
16. Keep your paragraphs organized; put sentences related to a single topic into a paragraph together.  
Put your paragraphs in a logical order.  
*(5% off your grade each instance!)*
17. Develop your ideas. If you write a topic sentence, add details and explanations to create a full paragraph.  
*(5% off your grade each instance!)*
18. When you are ready for your final copy, ask yourself questions: Is it understandable? Is it interesting?  
Did I follow directions?  
*(5% or more off your grade each instance!)*

## Length

19. When you're done, count your words (or tell your computer to do it.)  
*(5% off your grade!)*
20. Stay within word limits.  
*(5% off your grade for every 10% under minimum or every 10% over maximum).*