

31 Rules for Editing

Introduction

This set of rules has been structured using KnowSys guidelines.

Source

The author distributed this set of rules to participants of the ProPower workshop, designed and facilitated to many US school districts by Mary Martin, now deceased.

Purpose

Apply this set of rules to your own writing or share them with other writers.

Rules

1. Verbs *has* to agree with their subjects.
 2. Prepositions are not words to end sentences with.
 3. And don't start a sentence with a conjunction.
 4. It is wrong to ever split an infinitive.
 5. Avoid cliches like the plague (they're old hat).
 6. Always avoid adding annoying alliteration.
 7. Be more or less specific.
 8. Parenthetical remarks (however relevant) are (usually) unnecessary.
 9. Also too, never, ever use repetitive redundancies.
 10. No fragments.
 11. Contractions aren't readable and shouldn't be used.
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10 more rules...

12. Foreign words and phrases are *de rigueur* in some circles, but are not always *apropos*.
 13. Do not be redundant; do not use more words than necessary; do not overwrite;
it's highly superfluous.
 14. Generalizations are never appropriate.
 15. Comparisons are as bad as cliches.
 16. Eschew ampersands & abbreviations, etc.
 17. One-word sentences? Bad.
 18. Analogies in writing are like feathers on a snake.
 19. The passive voice is to be ignored. (*self-referring example*)
 20. Eliminate commas, that do not, and never will, contribute to readability.
Parenthetical words however should be enclosed in commas.
 21. Never use a multi-syllabic word when a diminutive one would indubitably suffice.
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More...

More... 31 Rules for Editing

...more rules

22. Use words correctly, irregardless of how others use them. They impact you negatively.
 23. Understatement is always the one best way to put forth ground shaking ideas. It will make your writing a million times better.
 24. Eliminate quotations. As Ralph Waldo Emerson said, "I hate quotations. Tell me what you know."
 25. You've heard it a million times: Resist hyperbole; not one writer on the planet can use it correctly.
 26. Puns are for children, not groan readers.
 27. Go around the barn at high noon to avoid colloquialisms.
 28. Even if a mixed metaphor sings, it should be derailed.
 29. Who needs rhetorical questions?
 30. Exaggeration is a billion times worse than understatement.
 31. Proofread carefully for any misspellings and to see if you any words out.
(Joke!)
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