

Basic copy-editing rules for weeklies

by Richard McCord

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- 1, never start a sentence with a numeral.
- Subjects and verbs has to agree in number.
- The passive voice should not be used.
- And don't start a sentence with a conjunction.
- Don't overuse exclamation marks!!!
- Remember to never split an infinitive.
- Mixed metaphors are a pain in the neck, and should be thrown out the window.
- Do not abbrev.
- Its important to use apostrophe's correctly.
- Double-check to be sure you didn't any words out.
- Each pronoun must agree with their antecedent.
- Don't write run-on sentences you've got to punctuate them.
- Avoid unnecessary redundancy.
- Misspelled words are never acceptable.
- A preposition is not a good thing to end a sentence with.
- Use hyphens in compound-words, not just in any two word phrase.
- Don't use no double negatives.
- Never use a foreign phrase if there is a suitable English quid pro quo.
- But if you must use a foreign phrase, it is de rigor to use it correctly.
- Avoid irregular verbs that have crept into our language.
- About sentence fragments.
- carefully to use adjectives and adverbs correct.
- In letters compositions reports and things like that use commas to keep a string of items apart.
- But conversely, don't use commas, that aren't necessary.
- Only Proper Nouns should be capitalized.
- a sentence must begin with a capital letter and end with a period
- If you reread your work, you can find a great deal of repetition can be unrepeated by rereading.
- Last, but not least, avoid cliches like the plague.

If weekly newspaper people follow these simple rules, it will result in a gooder kind of journalism.

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