

New Rules for Editing

	Wrong Way	Right Way
1.	Verbs has to agree with their subjects	Verbs have to agree with their subjects.
2.	Prepositions are not words to ends sentences with.	Do not end sentences with prepositions.
3.	And don't start a sentence with a conjunction.	Don't start a sentence with a conjunction.
4.	It is wrong to ever split an infinitive	It is wrong to split an infinitive.
5.	Avoid cliches like the plague. (They're old hat)	Avoid using clichés in your writing.
6.	Also, always avoid annoying alliteration.	Avoid using alliteration.
7.	Be more or less specific.	Be specific in your writing.
8.	Parenthetical remarks (however relevant) are (usually) unnecessary.	Parenthetical remarks are unnecessary.
9.	Also too, never, ever use repetitive redundancies.	Never use repetitive redundancies.
10.	No sentence fragments	Do not have sentences fragments in your writing.
11.	Contractions aren't necessary and shouldn't be used.	Contractions are not necessary and should not be used.
12.	Foreign words and phrases are apropos.	Foreign words and phrases are inappropriate.
13.	Don't be redundant; do not use more words than necessary; it's highly superfluous.	Do not be redundant.
14.	One should never generalize.	One should try to avoid generalizing.
15.	Comparisons are as bad as cliches	Comparisons are to be avoided.
16.	Eschew ampersands & abbreviations, etc.	Avoid ampersands and abbreviations.
17.	One word sentences? Eliminate.	Eliminate one word sentences.
18.	Analogies in writing are like feathers on a snake.	Analogies in writing are unnecessary.
19.	The passive voice is to be ignored.	You should ignore the passive voice.
20.	Eliminate commas, that are, not necessary. Parenthetical words however should be enclosed in commas	Eliminate commas that are not necessary. Parenthetical words, however, should be enclosed in commas.
21.	Never use a big word when a diminutive one would suffice.	Never use a big word when a small one would suffice.
22.	Use words correctly, irregardless of how others use them.	Use words correctly, regardless of how others use them.
23.	Understatement is always the best way to put forth earth shaking ideas.	Understatement is not the best way to put your ideas.
24.	Eliminate quotations in personal writing. As Ralph Waldo Emerson said, "I hate quotations. Tell me what you know." Use quotations and direct references when doing a literary response essay	Do not use quotes in personal writings, but do use them in a literary response essay.
25.	If you've heard it once, you've heard it a thousand times: resist hyperbole; not one writer in a million can use it correctly.	Avoid hyperbole in your writing.
26.	Puns are for children, not groan readers.	You should avoid puns in your writing
27.	Go around the barn at high noon to avoid colloquialisms.	You should avoid using colloquialism in your writing.
28.	Even if a mixed metaphor sings, it should be derailed.	Even if a mixed metaphor sings, it strikes the wrong note. Even if a mixed metaphor is going along full steam ahead, it should be derailed.

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29.	Who needs rhetorical questions?	Do not use rhetorical questions in your writing.
30.	Exaggeration is a billion times worse than understatement.	Exaggeration is worse than understatement.
31.	When someone is writing, they often avoid using the proper pronoun to keep the work gender neutral.	When someone is writing, he often avoids using the proper pronoun to keep the work gender neutral.
32.	I think you should avoid using the first person in your writing unless it is a personal response.	You should avoid using the first person in your writing unless it is a personal response.
32.	Spell out any number under 20 and use digits for any number over twenty-one including references to time, money, and age.	Spell out any number under twenty, and use digits for any number over 21
33.	A comma splice is an awful thing, do not use them in your writing.	A comma splice is an awful thing, so do not use them in your writing.
34.	Hey, like avoid familiarity and common speech in your writing, you know what I mean?	You must avoid familiarity and common speech in your writing.
35.	Alot of students do not know that you can not put some words together but others you can.	A lot of students do not know that you cannot put some words together but others you can.
36.	Proofread carefully to see if any words out.	Proofread carefully to see if any words are left out.