

3. Writers/editors should have access to Bible software such as Biblesoft or BibleGateway.com.

COMMON ERRORS:

1. World Wide Web and Scripture (www in a web address is not) are always capitalized. Internet is no longer capitalized when used within a sentence.
2. Most “e” material is hyphenated; e.g., e-book, e-zine, e-mag. Email (email) is not.
3. Catch your “that” usage. Many times, the word *that* can be omitted (See #4).
4. Be careful of using *it*. Construct your sentences so ~~that~~ you can use a synonym for the word *it* is replacing.
 - a. **Example:** We went to a celebratory gala last night. ~~The~~ party was fantastic.
 - b. **Example:** “It’s a beautiful day, isn’t it? I’m glad we came here.” Instead, “What a beautiful day for us to come to the park.”
5. Numbers and times of day should be spelled out in most cases. (See CMOS 9.2ff for numbers and CMOS 9.37ff for time.)
 - a. **Example:** She went to the doctor at 3:00 for her 7th visit.
 - b. **Better:** She went to the doctor at three o'clock for her seventh visit. Note: Odd times such as 3:27 are not spelled out.
6. Be careful to show and not tell. Be careful not to include too much minutiae in descriptions, thereby telling and not showing.
 - a. **Example:** Jane woke up, rolled over to the edge of the bed, stood up, put her robe on, buttoned the buttons, and then went to answer the door.
 - b. **Better:** “Just hold on!” Jane shouted. “I hear you!” Muttering to herself that some people were just too inconsiderate of the hour, she threw on her robe as she stomped over to answer the door.

GENERAL TIPS:

1. When you've read your manuscript checking for errors many times, put the book away for a day or two before you look at your work again.
2. Read your book aloud—you'll hear awkward phrases.
3. Have several beta readers—they'll pick up on things you've missed because you're too close to the story.

