

Style Sheet for Editing

Capitalization:

South Burlington High School our high school; the middle school

Principal Donna Moyer Mrs. Moyer, our principal
Mayor Clavelle Peter Clavelle, Burlington's mayor

Arizona is located in the Southwest. Go south two miles.

President of the United States student council president

Thirty-ninth Street a dead end street

English, American history, Math IV science, history, art

God pagan gods

Mississippi River down the river

with Dad and Mom with my dad and my mom
Uncle George my uncle George

the Sierra Club, the Key Club a pep club

Burlington, VT a small Vermont town

the Arctic region arctic fox

Empire State Building

Ford truck, Crest toothpaste

ex-American

"Elegy for Jane" "Star Spangled Banner" Catcher in the Rye *Home Alone*

a Black or African American, a Caucasian, a Hispanic, a Native American

a Catholic, Judaism, Buddhism

an Italian, the French, Sudanese government

Apollo 13, Pluto, Halley's Comet

Homo sapiens

Internet, Website

Spelling:

absence	escape	opportunity
accidentally	exaggerate	paid
accommodate	excellent	parallel
across	existence	parliament
advertisement	experience	performance
all right	familiar	permanent
a lot	fascinate	pleasant
amateur	forgetting	possess
athletics	foreign	prejudice
attendance	forty	privilege
believe	friend	professor
business	government	receive
cannot	grammar	recommend
college	guidance	repetition
coming	heroes	restaurant
committee	humorous	rhythm
condemn	imaginary	schedule
conscious	immediately	separate
convenient	independent	similar
cooperate	interesting	sincerely
correspondence	irresistible	speech
criticize	laboratory	success
definitely	lightning	surprise
dependent	losing	their
descend	misspelled	tragedy
description	necessary	tried
desperate	neighbor	truly
develop	niece	unnecessary
difference	ninety	villain
disappoint	ninth	weird
dispensable	occasion	writing
embarrass	occurred	written
environment	occurrence	
equipped	omitted	

Spelling Numbers:

eight	10	120,013
nine	62	

I have eight books. He lost 44 pounds. She read 121 pages.
One million people lived in the city.

Abbreviations:

pp. = pages	n.p. = no page	l. = line	ll. = lines	
etc. = and so forth	ed. = editor	vol. = volume	e.g. = for example	i.e. = that is

Punctuation:

Dear Mary, Dear Ms. Jones: Dear Sir: Sincerely yours, Love,

What time is it?

What a game!

Peter failed two subjects first quarter; consequently, he cannot play basketball.

Bill Clinton, President; Al Gore, Vice President; . . .

The following are my favorite colors: purple, teal (,) and light blue.

“Help me,” he begged, “to win this contest.”

"Why?" she asked.

Well, since we are a family, we will help each other.

On March 30, 1963, I found a four-leaf clover.

At the edge of the woods near Ripton, Robert Frost built a log cabin years ago.

Running down the street, I fell.

I will, however, campaign for the office of class treasurer.

Mr. Smith, my boss, spoke to me. Mr. Smith, who is my boss, spoke to me.

All people who sit in the front row will get A's.

There are three e's in cemetery.

my sister Sue

the novel The Winter of Our Discontent or *The Winter of Our Discontent*

Time or *Time* magazine

a poem entitled “The Road Not Taken” song entitled "Twinkle, Twinkle, Little Star"

Charles' or Charles's car the boys' locker room the children's books

five cents' worth

can't you're It's hard to do. She's going, too.

Felix domesticus, Canis familiaris or *Felix domesticus* (preferred)

Usage:

1. accept / except

I will accept the gift. Everyone will go to the movies, except me.

2. affect / effect

Good study habits affect one's grades. Some medicines cannot be used because of certain side effects.

3. among / between

Among my six friends, I like Geri the best. Mom stopped an argument between Tim and Tom.

4. amount / number

What amount do I owe on this bill? Count the number of jelly beans in this jar.

5. bear / bare

She saw a bear in the woods. He can't bear to see me cry. Her bare skin was burned.

6. choose / chose

Will you choose the chocolate or marble cake for your birthday? He chose Andy and Susan for the swim team.

7. cite / sight / site

He will cite the literary critic in his essay to support his thesis. Bill's sight will improve with his new glasses. She was looking for a site to build a new grocery store.

8. coarse / course

The coarse wool blanket hurt the baby's skin. The golf course is covered with snow.

9. could have / should have / would have

I could have (not could of) gotten an A in English had I done all my homework.

10. farther / further

Bill lives farther away than Sally from the school. Let's discuss the matter further.

11. fewer / less

Marc drank fewer glasses of milk than Angela did. Marc drank less milk than Angela did.

12. good / well

You did a good job. He is a good boy. I work well with old people. You dress well. She feels well now.

13. hear / here / her

I can barely hear her with the static on the phone. Look over here for your coat.

14. knew / new

He already knew your mother. I have a new coat.

15. know / now / no

I know you can look there now for your dog. There is no excuse for late homework.

16. imply / infer

She implied her anger through her slow deliberate speech. Listening to her speech, Don inferred that she was angry.

17. its / it's

It's possible that the song has lost its appeal to younger audiences.

18. lead / lead / led

Please lead me out of this haunted house now! The lead in gasoline is harmful to the environment. My dog led my little sister to the bus stop yesterday.

19. like / as

My brother looks like an elephant. When I am sad, I act as Burton does.

20. loose / lose / loss

My little brother has a loose tooth. You may lose control of your car when you speed. The tennis team has only one loss.

21. passed / past

He passed me recklessly on his snowboard. I made honor roll during the past marking period. My grandparents like to talk about the past. He walked past us without saying hello.

22. peace / piece

People hope for peace with the new treaty. I only want a small piece of cake.

23. principal / principle

His principal argument of his essay is weak. The principal honored the award winners. The amount of interest you owe on your loan is lower than the principal. The principle of a gasoline engine is internal combustion. Many people support this principle: "Waste not, want not."

24. than / then

I am shorter than Kathy. First you dig the holes, and then you drop in the seeds. If you mix two parts of hydrogen with one part of oxygen, then you will create water.

25. their / there / they're

The children went into their clubhouse. You will find the bulbs over there in the corner. They're going to the movies tonight.

26. threw / through

He threw the ball. Look through the window.

27. to / too

I am going to the baseball game tonight. May I go, too? Oh, I ate too much.

28. weather / whether

I don't know whether to leave or stay safely in my home because the weather is so snowy.

29. were / where

Where is your homework? You were on time yesterday and today.

30. who / that / which / witch

The boy who scored the winning goal was cheering with his team. The dog that followed me home was lost. The play *Death of a Salesman*, which we had looked forward to for many weeks, was canceled. Identify the witch who was burned at the stake?

31. your / you're

Your mother is always anxious to tell us that you're doing well in school.