**EDITING TIPS**

(HANDOUT #1)

1. To “e” or not to “e,” that is the problem. Words that end in “o” can be confusing—just ask former Vice President Dan Quayle! Here are the plurals of a few: *tomato*, *tomatoes*; *potato*, *potatoes*; *patio*, *patios*; *torpedo*; *torpedoes*; *hero*, *heroes*; *cameo*, *cameos*; *dominos*; *dominoes*; *piano*, *pianos*; *echo*, *echoes*; *radio*, *radios*; and *video*, *videos*.
2. Who and whom: These two words always confuse writers. Remember it this way, who is in the nominative case, where a nominative pronoun can be used. If you can substitute the words I, we, he, she, you, or they, then who is correct. Whom is in the objective case. If you can substitute me, us, him, her, or them use whom.
3. The prefix “be” means *away from*, *cut off*, or *away*. The prefix “de” means *remove*. That is why we say “behead” and “decapitate.”
4. Email or e-mail? The bottom line is that both are correct. Which one you use will depend on your personal preference or your employer’s style. FYI, email is generally preferred, and from that preference the words ebusiness, ebooks, and ecommerce have evolved. Be wary of using these three words—all three are shorthand, they stand for: electronic business, electronic books, and electronic commerce. Go with whatever your employer dictates.
5. The words **bachelor**, **master**, and **doctor** are capitalized when following a person’s name (Sally Smithenheimer, Doctor of Divinity). They should be lowercased with an apostrophe in the following: I have a **master’s** degree. I am enrolled in a **master’s** program in education.
6. The words “blatant” and “flagrant” are often mixed up. “Blatant” means

 offensively loud, conspicuous, or obtrusive. “Flagrant” means glaringly

 offensive or deplorable; scandalous.

1. **Per** and **as per**: Do not use these. Instead, in professional writing use **as**, **according to**, (in some instances) **as usual**, or **in response to**.