**RULES FOR EDITING**

(HANDOUT #5)

The following are 10 easy rules to remember that will help you with editing:

1. Edit for simple, readable sentences. A simple easy-to-read sentence avoids rambling ideas and multiple clauses. Simple sentences are easy for the eye to digest.

2. Keep the average sentence length to 15-17 words.

3. Keep one main idea to a sentence.

4. If the sentence is too long (25 words or more), try to break it into two or more sentences.

5. Periodically throw in a sentence of five or six words—or less.

6. Use a conjunction or connective (and or but) to start a sentence.

7. Occasionally, long sentences are fine. Just double check to make sure they are clear, punctuated correctly, and can be read once and understood.

8. Use proper word order. For example, make sure modifiers are in the correct place.

9. Make sure the message conveyed is the one that is intended.

10. Keep related parts of the sentence together.