

Editing for Scaredy Cat Writers:  
Three Steps to Ensure You Look Like a Pro  
By Jennifer Stevens



Three Ways to Whip Your Writing into Shape Fast

1. Replace "to be" with \_\_\_\_\_
  - a. Describe an action
  - b. Offer a visual image
  
2. Write to express, not to impress. Prefer words that are:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
3. Use fewer \_\_\_\_\_

When you turn your article in, make sure it has on it the information an editor will be looking for:

Up at the top, put:

- Subject of article with department if relevant
- Your name
- Your email
- Your telephone number
- Title of article
- Number of words

Format your article to have a headline and your by-line, something like this:

Montreal article for "Destinations", 503 words  
Jane Writer, janewriter@emailaddress.com, 111-222-3333

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Warming Ears and Eating Well in Canada's Frigid North  
By Jane Writer

Article text begins here...