

★ EDITOR'S TOOLKIT RULES & EXAMPLES ★

	RULE	EXAMPLES
1	Capitalize the first word in every sentence.	<u>M</u> y favorite food is pizza.
		<u>T</u> he dogs are out in the yard.
	Capitalize names when they mean particular people and places.	My mother's name is <u>M</u> ary.
		We are going to visit <u>F</u> lorida.
	Use the word <i>a</i> in front of a word that starts with a consonant sound.	I am going to eat <u>a</u> banana.
		He likes to play with <u>a</u> football.
	Use the word <i>an</i> in front of a word that starts with a vowel sound.	We got <u>an</u> apple for our snack.
		<u>An</u> otter swam around the pond.
2	Capitalize particular things, and capitalize titles when used with the name of a person.	We are going to visit the <u>S</u> tatue of <u>L</u> iberty.
		I was sick, so we went to see <u>D</u> r. Smith.
	Every sentence ends with a punctuation mark, such as a period for a sentence that tells you something.	We will go to the movies on Saturday.
		The party starts at one o'clock.
	Use the word <i>their</i> to show that something belongs to a group.	Please give <u>their</u> toys back to the boys.
		Our friends left <u>their</u> bikes at my house.
	Use the word <i>they're</i> as a contraction of the words <i>they are</i> .	<u>They're</u> going to the game with Sam.
		Bill and Bob don't have a football, so <u>they're</u> going to buy one.
3	Use the word <i>there</i> to show placement.	We will put the new trees <u>there</u> .
		I cannot be <u>there</u> on time.
	Capitalize words such as <i>mother</i> , <i>father</i> , <i>grandmother</i> , or <i>aunt</i> when they are used as the name of a person.	We are going to visit <u>G</u> randmother on Saturday.
		I was happy to see all my uncles and <u>A</u> unt Sally.
	Every sentence ends with a punctuation mark, such as an exclamation point for a sentence or phrase that expresses strong feelings.	Don't run into the street!
		Happy birthday!
	Use the word <i>was</i> to show that something has already happened to one person or thing.	I <u>was</u> on a baseball team.
		She <u>was</u> the only person with a pet.
	Use the word <i>were</i> to show that something has already happened to a group of people or things.	Many animals <u>were</u> in the jungle.
		Bill and Bob <u>were</u> on the winning football team.

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4	A pronoun for one person or thing can be the subject of a sentence.	<u>Sam and I</u> will go for a bike ride.
		<u>He and Bob</u> play ball together.
	A name and a pronoun for one person can be used together as the subject of a sentence.	<u>He</u> loves to play football.
		<u>She</u> likes to read.
	Use an apostrophe (') to show the missing letters in a contraction.	I don't want to fall and get hurt.
5		They're going to come with us.
	Capitalize names of historical events, documents and geographic names.	The Continental Congress met in <u>Philadelphia</u> .
		Many great men helped create the <u>Declaration of Independence</u> .
	Every sentence ends with a punctuation mark, such as a question mark for a sentence that asks a question.	What happened to Patrick's friend?
		Was John Adams one of the Sons of Liberty?
	Use the word <i>you're</i> as a contraction of the words you are.	<u>You're</u> my favorite coach.
		If <u>you're</u> not quiet, <u>you're</u> going to wake the baby.
	Use the word <i>your</i> to show that something belongs to someone.	We will go to <u>your</u> house later.
6		What is <u>your</u> opinion of the book?
	A pronoun for more than one person or thing can be the subject of a sentence.	<u>We</u> like ice cream.
		<u>They</u> are my favorite presents.
	Use an apostrophe (') to show that something belongs to someone.	That is <u>Ann's book</u> .
		<u>Bob's game</u> is on the table.
	Use a hyphen (-) to make a describing word, or adjective, that comes before a naming word, or noun.	Sue really likes her new <u>tie-dyed</u> shirt.
		Her mother is a <u>big-hearted</u> person.

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7	A pronoun for one person or thing can be the focus, or object, of a preposition (word that shows relationships between words, such as <i>for</i> , <i>to</i> , <i>with</i> , or <i>in</i> .)	Give the football to <u>him</u> .
		The book belongs to <u>her</u> .
	These pronouns can be used together as the focus, or object of a preposition (word that shows relationships between words, such as <i>for</i> , <i>to</i> , <i>with</i> , or <i>in</i> .)	Dad will go for a bike ride with <u>you and me</u> .
		Mom plays ball with <u>him and her</u> .
	A name and a pronoun for one person can be used together as the focus, or object, of a preposition (word that shows relationships between words, such as <i>for</i> , <i>to</i> , <i>with</i> , or <i>in</i> .)	Dad will go for a bike ride with <u>Billy and me</u> .
		Mom plays ball with <u>her and Jenny</u> .
8	Use a hyphen to divide a word when you run out of room at the end of a line.	Some famous people in American history are George Washington and Ben Franklin.
		Some very big bat- tles took place in the state of Massachusetts.
	A pronoun for more than one person or thing can be the focus, or object, of a preposition (word that shows relationships between words, such as <i>for</i> , <i>to</i> , <i>with</i> , or <i>in</i> .)	Dad makes ice cream for <u>us</u> .
		Give the footballs to <u>them</u> .
	These pronouns can be used together as the focus, or object of a preposition (word that shows relationships between words, such as <i>for</i> , <i>to</i> , <i>with</i> , or <i>in</i> .)	Dad will bring bikes for <u>you and us</u> .
		Coach has new bats for <u>them and us</u> .
	Use a hyphen to write two-word numbers under one hundred, as well as fractions.	There are <u>twenty-five</u> people at the show.
		<u>One-half</u> of the people in the show are girls.
	Add an apostrophe at the end of a word ending in s to show that something belongs to more than one.	The <u>students'</u> books were on their desks.
		The <u>boys'</u> cars are their favorite toys.