

LILIPOH writing tips and style guidelines!

Please review this list before submitting your article. We work with volunteer editors who generously give of their time. By adhering to our editorial style, you will help support the process by saving our editors time!

THE BASICS

Please format your documents as follows:

12 pt type, Ariel

1.5 line spacing

Left justified

Word document (.doc or .docx are both fine)

Make sure there is a title and an author's name at the top (author name only—delete “by”).

Create a creative title and a one-line descriptive subtitle. Have fun with this, make it interesting!

Spell check.

We edit according to the *Chicago Manual of Style*.

Writers are encouraged to consult *Strunk and White's Manual of Style* and/or Google "Rules for Good Writing" for handy reminders. These include: subject-verb agreement; avoid sweeping generalizations and over-simplifying complex issues; prefer using active rather than passive constructions; keep sentence structure balanced and logical, varying longer and shorter sentences; write honestly about what you know.

FOOTNOTE FORMAT

Nora Weeks, *The Medical Discoveries of Edward Bach, Physician* (London: CW Daniel Company, Ltd, 1976).

AUTHOR BIO

Please edit your author bio down to three lines. Please omit “visit the author's website at....” and simply place the website after the last sentence in the bio -- no period after website. Spell out your state!

Sample:

Laura Grace Weldon gratefully lives with her family on Bit of Earth Farm in Ohio. She's the author of the new book *Free Range Learning: How Homeschooling Changes Everything*. www.lauragraceweldon.com

Keep an eye out for the following:

CONTENT RELATED

When referencing “Dr. Smith” -- first reference should specify credentials, “Robert Smith, MD says ...” and thereafter, it is fine to refer to him as “Dr. Smith.”

Double check facts and book titles.

Smooth out any sentences that are too long, clunky, or do not flow.

Be sensitive to whether or not a word should be redefined or clarified. Will the most people understand what you mean?

Keep it singular or plural throughout, one or the other, don't mix!

Examples:

Not Correct: When a **child** watches chicks hatching from eggs in **their** very own classroom, it opens up a world of mystery and amazement for life that can't be learned in a book.

Correct: When a **child** watches chicks hatching from eggs in **his** very own classroom, it opens up a world of mystery and amazement for life that can't be learned in a book.

WORDS WE OFTEN NEED TO CORRECT

biodynamic is lower case.

anthroposophy is lower case.

Rudolf Steiner (not Rudolph)

Waldorf is upper case, but **education** or **school** is not, UNLESS it is part of the name of a school.

Green Meadow Waldorf School.

He graduated from a Waldorf school.

When referring to Waldorf grades, the word **grade** is lower case, and the grade number is spelled out. Fifth grade, third grade, etc.

Sun, Moon and **Earth** are upper case only when writing about astrology or astronomy. Earth can be upper case when referring to it as a planet. Otherwise **earth** is usually lower case, and always when preceded by “the.”

Correct British spellings, **color** not **colour**.

Numbers up to **nine** are written out as words. **10** and up are written as numerals.

Lower case common nouns even when you are tempted to do otherwise for poetic effect (nature, self, etc).

Write out the complete name of the **state**.

Book titles *italics*.

This is a sneaky one! **it's vs. its**.

WEBSITES

Remove capital letters from website addresses and no http://

PUNCTUATION

Only one space after a period (not two).

We use an em dash (option shift dash) with no spaces.

MD, PhD, US (as in United States), no periods in between.

Commas and periods go INSIDE of quotation marks.

1970s (no apostrophe).

We tend to avoid semi-colon and make em dash or a new sentence.

Double quotes always, unless inside of quotes already, then single.

Please use the Oxford comma--this means that there is a comma before the word 'and' if there is a series of three.

Please familiarize yourself with proper comma usage regarding dependent clauses.

Here is a helpful resource.

<http://owl.english.purdue.edu/owl/resource/598/01/>