

Heartstance Editing Checklist

Formatting: Style Requirements

- Title and Author Name at Top of Document and in Title Tab
- Paragraphs justified left
- Single space after end-of-sentence punctuation
- Lines set at 1.5 inches
- 12 pt Font, Times New Roman
- Confirm Word Count is under 1,000 words
- Indicate any special formatting instructions with an * at end of the article AND highlighted

Content

- Spelling & Typos
- Content Flow
- Grammar & Mechanics
 - Consistent verb tense
 - Consistent God pronouns capitalized
- Syntax and Readability
 - Transitions
 - Active Voice (whenever possible)
 - Run-on sentences
 - Clarity
- Punctuation
 - Quotations
 - Ellipses
- Fact-check
 - People, places, dates, etc.
- Consistency throughout document
- Final Spelling and Mechanics Check

Citations for Scriptures and other resources

- Check Sources and links for the correctness
- Scriptures
 - Use Scriptures in KJV, NKJV, NIV, and ASV only
 - Include in-text citations and end-of-text citation
 - The in-text citation includes the verse and the translation used.

- Example: 1 John 4:19 says, “We love because he first loved us.”(NIV)
 - End-of-text citation provides copyright information and is placed at the end of the article.
 - Example: THE HOLY BIBLE, NEW INTERNATIONAL VERSION®, NIV® Copyright © 1973, 1978, 1984, 2011 by Biblica, Inc.® Used by permission. All rights reserved worldwide.
- Citations for other resources
 - Other resources include books, movies, websites, and any source material in your article, not your original work.
 - Include an in-text citation and an end-of-text citation
 - Use a free Citation Generator online for ease and correctness
 - Recommend <https://www.citefast.com/>
 - In-Text Citation Example: I love this quote: “Man’s mind may be likened to a garden, which may be intelligently cultivated or allowed to run wild; but whether cultivated or neglected, it must, and will, bring forth.” (James Allen, 2009)
 - End-of-Text Citation Example: Mind is the Master: The Complete James Allen Treasury (ed. Penguin, 2009)
- Align Content Formatting to His Story Magazine Style Guide & American Press Style Guide (AP)

Document and submission

- Save document as: First name, last name, story name.
- Include your bio, photos, and business/ministry links.