

Illinois High School Theatre Festival  
Tips for Proofing Copy

Capitalize the word Festival when used as a shortened reference to the IHSTF.  
Use a hyphen in the word all-state.  
Use a hyphen in the word full-length.  
Use a hyphen in the word e-mail.  
Use a hyphen in the word on-site.  
Use a hyphen in the word warm-up.  
Use a hyphen in the word set-up.  
Do not use a hyphen in the word online.  
Do not use a hyphen in the word makeup.  
Do not use a hyphen in the word Website.  
Do not use the ampersand unless it is quoted from a published source (or if spacing absolutely requires it.)  
am and pm are not capitalized (no periods or spaces between a and m or p and m).  
Use a space between a time and the time of day (example: 11:30 am)  
Play titles should be italicized.  
Fix sentence fragments and run-on sentences.  
Commas are to be used before the conjunction in a series.  
Check for subject-verb agreement.  
Verify accuracy of page number references.  
Make sure that all series have parallel construction.  
Check for consistency in the use of first, second or third person.  
Make sure all pronouns have clear antecedents.  
General spelling--is everything spelled correctly?  
FEST GEAR is typically in all caps.  
Check margin for proper alignment.  
Make sure that there are not any extra spaces or missing spaces? Please use two spaces after the final punctuation mark at the end of a sentence.

Especially for workshop descriptions:  
Workshop titles should be in bold type.  
Try to change passive voice to active voice.  
Workshop descriptions should be written in the first or second person.

Overall, ask yourself--is the information clear and correct?

Adopted November 2009  
Last updated 8/14/2010