

## Words and Phrases for Proofreading Searches

### Terms for general editing

- Extra spaces
- double commas or periods
- numerals
- try and (change to *try to*)
- could care less (change to *couldn't care less*)
- loose / lose
- lightening (weather = *lightning*)
- awhile / a while
- affect / effect
- peek / peak / pique
- reign / rein
- loath (almost always *loathe*)
- alright (change to *all right*)
- already / all ready
- anyways (change to *anyway*)
- everyday (normal, ordinary) / every day (daily)
- anymore / any more
- nevermind (change to *never mind*)
- anytime / any time
- wards (afterwards and towards—drop the s)
- acknowledgement (acknowledgment)
- judgement (judgment)
- 'til (change to *till*)
- relish in (change to *relish*) / revel in
- all of the sudden (change to *all of a sudden*)
- altar / alter
- compliment / complement
- a couple (two people together) / a couple of (things)
- heal / heel
- loose / lose
- half way / half-way
- rung / wrung
- retch / wretch
- half (add hyphen when needed)
- sunk (nearly always change to 'sank')
- could would should of (have)

## Terms specific to Lutheran writing

- the Almighty
- Baptism
- Bible
- Bible study
- biblical
- commissioned worker
- Communion
- confirmation
- DCE (DCEs) **\*no apostrophe**
- God (and all pronouns referring to Him), but godly
- Gospel
- heaven
- Kingdom
- the Law
- Lord of Lords
- The Lutheran Church—Missouri Synod (em-dash, no spaces – “The” is always capitalized when used as part of the name)
- LCMS, but not LC—MS
- Means of Grace
- New Testament
- Old Testament
- Passion (Christ’s Passion)
- Sacrament
- salvation
- Scripture, Scriptures
- scriptural
- Sunday school
- Synod
- the Triune God
- Vacation Bible School
- VBS
- the Word
- Bible verses are italicized and placed in quotes
- Punctuation with quotation marks—comma and period always go *inside* the quotation marks; semicolon and colon always go *outside*

