Period Art is either plagiarism or revolution. Paul Guaguin

Comma When great changes occur in history, when great principles are involved as a rule the majority are wrong. Eugene V. Debs

Hyphen If you are caught on a golf course during a storm and are afraid of lightning hold up a 1 iron. Not even God can hit a 1 iron. Lee Trevino

Apostrophe All honors wounds are self-inflicted. Andrew Carnegie

Semicolon Freedom is never voluntarily given by the oppressor; it must be demanded by the oppressed. Martin Luther King, Jr.

Add character(s) Every noble work is at first impossible, always. Thomas Carlyle

Insert The best way out is through. Robert Frost

Replace Problems cannot be solved at the same level which created them. Albert Einstein

Move Those who make impossible peaceful revolution will make violent revolution inevitable. John F. Kennedy

Close space entirely They never fail who die in a great cause. Lord Byron

Close space partially Where there is no shame, there is no honor. African Proverb

Delete Ninety percent of the game is half mental. Yogi Berra

Delete and close space Live dangerously and you live right. Goethe

Insert space Those who expect to reap the blessings of freedom must, like men, undergo the fatigue of supporting it. Thomas Paine

Transpose Who controls the future controls the past. Who controls the present controls the past. George Orwell

Remove line break Democracy is the recurrent suspicion that more than half of the people are right more than half of the time. E. B. White

Italicize The trick is to stop thinking of it as your money. Anon. IRS Auditor

Remove Italics Introduction, or Introduction

Boldface Acknowledgments

Lowercase Rockville, Montgomery COUNTY

Capitalize Appendix a

Spell out or use other form abbr: nine

Pilcrow paragraph end. New paragraph

Ignore editor’s marks Let it stand. or Let it stand.