Remember what I said earlier about the need to make sure your read your book out loud before you publish it? This technique will help you to spot if you have done a good job with your punctuation or not.

HOW LONG ARE YOUR PARAGRAPHS?

Are they a mile long or do they consist of a single sentence on a regular basis? There is nothing wrong with single sentence paragraphs – you'll notice I have used a few so far in this book. They can have more impact when they stand apart from the sentences on either side of them.

But you also need to think about cutting out any really long paragraphs. Put simply, the longer a paragraph goes on for, the much less likely it is that your readers will stick with it. There is no hard and fast rule as to how many lines the maximum length should run to, but don't overdo it.

Readers like to see lots of little chunks they can read. Gone are the days when novels could be published with paragraphs that went on for pages and pages without a break.

Nice and short. That's the way your readers will like it. And don't forget you can break them up with images too, should you decide to use them.

MORE EDITING TIPS

A great way to read your work for the "first time" is to read in reverse. If you never heard of this great tip you will quickly learn the value of this tip. This technique forces you to bypass the brain's habit of filling in what it thinks it will see.

Rather than adding to your content to make a point more clearly, try cutting out words and making the remaining ones more concise. Writers are overly wordy, especially when writing non-fiction. Straight forward and concise writing should be your goal.