

Editing Checklist

Name of Writer _____ Date _____

Title of Draft _____

Name of Peer Editor _____

Name of Other Editor _____

Signature of Adult Editor _____

Check your editing for the following conventions. If you can answer yes to a question below, put a check mark after it. If not, continue to edit for that convention.

Punctuation:

- Do I use end punctuation after all of my sentences?
- Do I use commas after introductory word groups and transitions?
- Do I use commas between equal adjectives?
- Do I use apostrophes to show possession?

Capitalization:

- Do I start all of my sentences with capital letters?
- Do I capitalize all proper nouns?

Spelling:

- Have I spelled all of my words correctly?
- Have I double-checked words my spell checker may have missed?

Grammar:

- Do I use correct forms of verbs (*had gone*, not *had went*)?
- Do my subjects and verbs agree in number (*she and I were going*, not *she and I was going*)?
- Do I use the right words (to, too, two)?

Prepare your final copy:

1. The final copy must be typed in _____ font and _____ size.
2. Follow prescribed format to match everyone else's final format.
3. Use only one side of the paper.
4. Final copies must be single spaced.
5. All other drafts and checklists must be submitted with the final copy.
6. Save, back up, and be ready to submit the final copy electronically when requested.

