

Writer's Editing Checklist - Page 1

Items to Check	Checked By Writer	Checked By Editor
<p>Idea Development Did you fully develop your topic with good examples, details, and descriptions?</p>		
<p>Organization Is your information logically organized? Is your reader engaged at the beginning and satisfied at the end?</p>		
<p>Language Usage Did you use lively, descriptive, and exact language? Did you use exciting adjectives and adverbs for descriptive language, specific nouns to help create pictures in the reader's mind, and strong and exact verbs to show the action?</p>		
<p>Run-on Sentences Did you check to make sure you don't have run-on sentences?</p>		
<p>Capital Letters Did you use a capital letter to begin all your sentences, for all your proper nouns, and for the word <i>I</i>?</p>		
<p>Commas Did you check to make sure you didn't overuse or under-use commas?</p>		
<p>Quotation Marks Did you check to make sure you correctly used quotation marks and correctly used punctuation and capitalization within the quotation marks?</p>		
<p>End Marks Did you correctly use end marks in each of your sentences (periods, question marks, exclamation points)?</p>		
<p>Paragraphing Did you make sure you properly grouped your paragraphs, beginning a new paragraph for each change of subject or speaker? Are the sentences within your paragraphs logically organized into paragraphs? Did you indent the first word of each new paragraph?</p>		
<p>Sentence Fragments Did you make sure you only used complete sentences and no sentence fragments?</p>		

Writer's Editing Checklist - Page 2

Items to Check	Checked By Writer	Checked By Editor
<p>Spelling Did you check your spelling, using a dictionary or spell-check when necessary?</p>		
<p>Apostrophes Did you check to make sure you correctly used apostrophes for contractions, in cases of ownership (showing possession), and for the plurals of certain special words (i.e. plurals of numbers, letters of the alphabet, and signs)?</p>		
<p>Extra words Did you check to make sure you eliminated words you didn't need (and & then are commonly overused words)?</p>		
<p>Proper Usage of Pronouns Did you make sure you used pronouns when applicable, and that you used the correct pronouns?</p>		
<p>Subject and Verb Number Agreement Did you make sure all your sentences have subjects that agree with their verbs in number (singular subjects go with singular verbs, and plural subjects go with plural verbs)?</p>		
<p>Proper Formatting If applicable, did you make sure you followed the rules for writing footnotes and/or a bibliography?</p>		
<p>Title Does your title fit your writing piece and draw the reader's interest?</p>		

