

EDITING CHECKLIST

CATEGORIES	SELF CHECK AND EDIT		PEER CHECK AND EDIT		
	Checklist items	Completed?	Checklist items	Completed?	Comments and suggestions
Punctuation	I have read aloud to identify where to stop or pause for full stops, commas, exclamation and question marks.		I have read aloud to identify where to stop or pause for full stops, commas, exclamation and question marks.		
	I have used quotation marks where appropriate.		I have used quotation marks where appropriate.		
Capital letters	I have checked for capital letters at the beginning of sentences.		I have checked for capital letters at the beginning of sentences.		
	I have checked that any proper nouns have capital letters.		I have checked that any proper nouns have capital letters.		
Grammar	I have checked that sentences are complete thoughts and contain a noun and verb.		I have checked that sentences are complete thoughts and contain a noun and verb.		
	I have checked that expression is clear and no run-on sentences confuse meaning.		I have checked that expression is clear and no run-on sentences confuse meaning.		
Spelling	I have checked for spelling errors and checked and fixed the words that were incorrect.		I have checked for spelling errors and checked and fixed the words that were incorrect.		
Use of the five senses?	I have checked that the five senses have been used at least once and that they enhance meaning.		I have checked that the five senses have been used at least once and that they enhance meaning.		

(adapted from: <http://www.readwritethink.org/files/resources/printouts/Editing%20Checklist.pdf>)