

Editing Checklist (Could Peter Get Some Pickles?)

Prepared by Elsa Pla, the Write Cook (www.writecook.com)

Capitalization

- All my sentences start with a capital letter.
- I capitalized all proper nouns and proper adjectives.
- I capitalized the pronoun "I."
- I capitalized all titles correctly.

Punctuation

- I used appropriate end punctuation after all my sentences.
- I used commas after introductory words/phrases/interjections.
- I used commas after items in a series.
- I used commas to set off titles, appositives, and interruptions.
- I used commas to separate equal adjectives.
- I used commas/conjunctions or semicolons to separate compound sentences.
- I used commas in dates and addresses and to keep numbers clear.
- I used apostrophes correctly to show possession.
- I used quotation marks for titles of short works and for direct quotes.
- I underlined or italicized titles of long works.
- I used correct dialogue punctuation.
- I used colons, hyphens, dashes, and parentheses correctly.

Grammar

- I used correct forms of verbs and correct verb tenses.
- My subjects and verbs agree in number.
- My pronoun antecedents are clear.
- My sentences are constructed correctly and with clarity of thought.

Spelling

- I followed spelling guidelines.
- I spelled plural nouns correctly.
- I used the right homophones.
- I used a spell-check and/or a dictionary to spell difficult words.

Presentation

- My final copy is clean, neat, and legible.