

Editing Checklist

The following are important questions to ask yourself in the editing process. Remember that revising a paper and editing a paper are not the same process, but both are important when it comes to making sure your paper is in the best shape possible before you hand it in.

Editing for Expression, Grammar, and Punctuation

Language:

- Is the language in the essay appropriate to your audience?
- Have you incorporated key terms and concepts from the course correctly?
- Have you removed any slang, abbreviations and contractions that you added into your essay? (Note: slang, abbreviations and contractions from quoted material are allowed).
- Have you checked a dictionary to ensure that any unfamiliar words you have used accurately convey the meaning you intend?

Sentence Structure and Grammar

- Are all your sentences complete and appropriate in length?
 - Does each sentence have a subject and a verb?
 - If sentences are combined, have you used a conjunction or a semi-colon between them?
- Does each subject agree with its very (e.g., 'the girl works;' or 'the girls work')?
- Is the tense of your verbs appropriate and consistent with each paragraph?
- Can each pronoun (he, she, they, it, etc.) be easily traced back to the person or thing to which it refers?

Punctuation?

- Have you checked each sentence for appropriate punctuation – especially use of commas, apostrophes, and quotation marks?
- Have you capitalized all proper nouns, titles and headings?