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?