

Name: _____

Also read by: _____

Editing Checklist

After your major revisions, you need to go back and make smaller (and very important) corrections. **Read your paper OUT LOUD line by line, and use a red pen to circle mistakes.** You are now looking for errors in mechanics, punctuation, and spelling. Then, have a peer use “fresh eyes” to help you catch the things you missed. Check off each step as you complete your editing.

PROOFREAD AND EDIT:	✓ ME:	✓ 2nd EDITOR:
I've made sure to use commas for compound sentences, introductory phrases, or items in a series.		
I've checked for missing letters or words, and added them if needed.		
I've divided any words that I accidentally put together.		
I've made sure every sentence has correct punctuation depending on what type of sentence it is. (!?)		
The beginnings of all of my sentences are capitalized.		
I've circled every word I'm not sure of, and looked up the correct spelling.		
I've looked closely at words like they're/their/there, your/you're, and to/too, to make sure I'm using the correct one.		
I have a title. It is capitalized. It is a creative expression of the content of my paper.		
I have 3 paragraphs: an introduction, a body, and a conclusion. They are all indented.		
Any proper names or names of places have been Capitalized.		
Any time I have used words from the poem, they are in quotes.		
I have read my paper out loud to myself.		
My paper is in correct MLA format: Times New Roman 12, double spaced, and a proper heading.		

Now you can go back to the computer and make and save any changes to your paper that need to be made.

It is now time to **publish!** Print your paper a final time. Put your portfolio together as instructed, and turn it in.