EDITING CHECKLIST

PUNCTUATION

1. Do I use end punctuation after all my sentences?
2. Have I correctly punctuated all direct quotations?
3. Do I use commas in compound sentences?
4. Do I use apostrophes to show possession?
5. Have I correctly punctuated my works-cited page?

CAPITALIZATION

6. Do I start all my sentences with capital letters?
7. Do I capitalize proper nouns and titles?

SPELLING

8. Do I spell all my words correctly?
9. Have I double-checked the spelling of names in my report?

GRAMMAR

10. Do I use correct forms of verbs (had gone, not had went)?
11. Do my subjects and verbs agree in number?
12. Do I use the right words (to, too, two)?