

# SELF-EDITING CHECKLIST

- Write the first draft.
- Read the first draft.
- Edit the first draft. You should focus on the following elements:

<p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>• Subject-verb agreement             <ul style="list-style-type: none"> <li>• They were vs. They was</li> </ul> </li> <li>• Fragments and run-on sentences</li> <li>• Cliches (limit)</li> <li>• Paragraph length is consistent but varied</li> <li>• Active voice             <ul style="list-style-type: none"> <li>• Devon kicked the ball vs. The ball was kicked by Devon</li> </ul> </li> <li>• Pronoun antecedent agreement             <ul style="list-style-type: none"> <li>• They say vs. They says</li> </ul> </li> </ul>	<p><b>Punctuation</b></p> <ul style="list-style-type: none"> <li>• Sentences end with a period</li> <li>• Commas placed correctly</li> <li>• Double-check use of colon and semicolon</li> </ul>
<p><b>Spelling</b></p> <ul style="list-style-type: none"> <li>• Use the dictionary for spelling</li> <li>• Typos</li> <li>• Make sure names are spelled correctly, be cautious with uncommon names or unique versions of common names             <ul style="list-style-type: none"> <li>• Sara/Sarah</li> <li>• Bianca/Beonca/Bionca</li> <li>• CaTyra/Catyra</li> </ul> </li> <li>• Check homophones             <ul style="list-style-type: none"> <li>• their/they're/there</li> <li>• break/brake</li> <li>• sell/cell</li> </ul> </li> </ul>	<p><b>Formatting</b></p> <ul style="list-style-type: none"> <li>• Same font throughout the text for consistency</li> <li>• Direct quotes are in quotation marks</li> <li>• Long quotes are in block quote format</li> </ul>
<p><b>Content</b></p> <ul style="list-style-type: none"> <li>• Characters (consistent, defined)</li> <li>• Plot (Is it easy to follow and understand?)</li> <li>• Does the manuscript make sense?</li> <li>• Repetition/Redundancy</li> <li>• Setting (Is it believable? Does it make sense?)</li> </ul> <p>© Polland Enterprises, LLC 2021</p>	<p><b>Capitalization</b></p> <ul style="list-style-type: none"> <li>• Names (people)             <ul style="list-style-type: none"> <li>• Nya, Taylor, McKenzie</li> </ul> </li> <li>• Names of buildings, places, books, monuments, etc.             <ul style="list-style-type: none"> <li>• Eiffel Tower</li> <li>• Miracle Street</li> <li>• To Kill A Mockingbird</li> </ul> </li> </ul> <p>www.love4words.com</p>