**Checklist for Editing**

**Editor’s Name: \_\_\_\_\_\_\_\_\_\_\_**

**Author’s Name: \_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Put a checkmark if you have completed the item next to the checkbox.

**SPELLING**

☐ Use **BLACK** to circle any words that are spelled incorrectly: don’t correct the spelling for them. In self-editing, obviously correct your own work. Look up the correct spelling.

**CAPITALIZATION**

☐ Use RED to make a line underneath any letters that do not have a capital letter if they need to be capitalized or if they are capitalized and do not need to be:

 ☐ Capital Letters need to be at the start of every sentence

 ☐ Used for names and proper nouns

☐ At the very start of someone talking in their first quotation

 ☐ Other circumstances you notice

**PUNCTUATION**

☐ Use BLUE to add in or cross out any punctuation (periods, commas, quotation marks, etc.) that are missing or shouldn’t be there.

☐ Read over their whole piece of work and check if there need to be any pauses to take a break in the sentence.

☐ Check if their sentences go on too long and need to be split into smaller sentences. Add a period and you can also write a note in blue that says “run-on sentence” (which means it is too long) or if the sentences are too short and choppy, make a note as well by writing, “too short.”

☐ Change any punctuation that doesn’t fit and change it to the correct punctuation.

**DIALOGUE**

☐ Use BLUE for this too to add in any quotation marks for “direct speech,” this is when anyone is talking directly in the story. Remember, there needs to be an opening quotation mark at the start and a closing quotation mark at the end

☐ Change any punctuation that is not INSIDE of the closing quotation mark, as punctuation needs to be INSIDE, not outside.

☐ Draw a comma in blue to separate the direct quote from other text. (For example: “I like pizza,” said Ms. Wilks**,** “and I think everyone else should too.”

**PARAGRAPHS**

☐ Use a PURPLE arrow ( ) at the start of a sentence if it needs to be indented (remember that every time you start a new topic/idea/event, you need to start a new paragraph. Your writing should not be just one huge block.

☐ Use a PURPLE arrow ( ) if the author has not indented (used tab) to indent a direct quotation using opening quotation marks. Make sure to write, “put a space” if they have not put a space in between the direct quote and the narrator speaking.

☐ If their writing is one huge block, please draw a purple circle NEATLY around the paragraph that is too long and write: “make into paragraphs.”

**GRAMMAR**

☐ Use GREEN and make a squiggly line underneath a sentence if it just doesn’t sound right and sounds like the word order should be changed when you read it out loud. You can also do this if the sentence just sounds awkward and could be changed to be better.

☐ Use a GREEN ^ arrow if you want to add in any words in the middle of any sentences.

**ANYTHING ELSE**

☐ Make any other corrections in ORANGE.

Please read through the work many times to check for these items. Do a thorough job, you are helping your peer get a better mark. ☺