

Editing Checklist

With your writing in hand and your goals in mind, you don't want to overlook anything in the editing process, which is why we created this interactive editing checklist for our workflow. A professional editor uses a checklist to make sure all areas of editing are double-checked.

The Editing Checklist

Write first. Edit later.

Cut 10% of your writing.

Check spelling.

Check punctuation.

Review adverb usage.

Check homophones (there, their, they're; your, you're; its, it's).

Verify subject-verb agreement.

Correct improper use of conjunctions and prepositions.

Make tense consistent.

Make tone consistent.

Check formatting.

Review for clarity.

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