

EDITING SKILLS LIST

- a. Name, date and draft number in the top right hand corner
- b. Title on the first line
- c. Capitalize the first letter of the first, last and important words in the title
- d. Do not underline your own title
- e. Do not put quotation marks around your own title
- f. Skip one line between the title and the beginning of your piece
- g. Do not skip lines between paragraphs
- h. Indent at the beginning of each new paragraph
- i. Spelling-circle words you think may be incorrectly spelled. It is the author's job to look them up and correct them.
- j. Capitalize the first word in each sentence
- k. Periods must be placed at the end of sentences
- l. Homonyms:
 - to: preposition
 - too: also
 - two: the number

 - there: a place or subject
 - their: belongs to someone
 - they're: they are
- m. Common misuseage:
 - ~~should of~~ – should have = should've
 - ~~could of~~ – could have = could've
 - ~~would of~~ – would have = would've
- n. DO NOT WRITE IN ALL CAPITALS
- o. Check to make sure there are no run-on sentences