

EDITING SKILLS LIST 4

NOTE: At the end of this list are new skills that have been added, as new skills have been taught since their last editing session.

- 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 or question marks must be placed at the end of sentences
- l) to: preposition
too: also
two: the number
- m) there: a place or subject
their: belongs to someone
they're: they are
- n) should of = should have
could of = could have
would of = would have
- o) DO NOT write in all capitals
- p) check to make sure there are no run-on sentences
- q) make sure you are writing in paragraphs
- r) All right = two words. A lot = two words
- s) Keep the voice of my stories consistent: either he/she or I.
- t) Keep my verb tense consistent: either past (it happened before) or present (it's happening now).
- u) Proofread softly to myself, listening for missing words and missing sounds at the ends of words.
- v) Use apostrophe s to show something belongs to someone.
- w) You're = you are. Your = belongs to you.
- x) It's = it is. Its = belongs to an it.
- y) Put quotation marks around the words people say out loud.
- z) Between a quote and its "he said" phrase, put a comma, exclamation point or question mark, never a period.
- aa) when the "he said" phrase comes first, it's followed by a comma.
- bb) A quote and its "he said" phrase usually belong in the same paragraph.
- cc) Start a new paragraph every time the speaker changes.
- dd) When I proofread, listen for too many "ands" and take them out.
- ee) Use a semi-colon when combining two sentences. A comma by itself is not strong enough to hold them together
- ff) Use and, but, or, for, nor with a comma in front of them when combining two sentences
- gg) Make sure your verbs agree with their subjects in number and tense.