

## 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 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: belonging to someone.  
They're: they are.
- n. You're = you are.  
Your = belongs to you.
- o. It's = it is.  
Its = belongs to an it.
- p. Should of = should have.  
Could of = could have.  
Would of = would have.
- q. All right = two words  
A lot = two words
- r. DO NOT write in all capitals.
- s. Check to make sure there are no run-on sentences.
- t. Make sure you are writing in paragraphs.
- u. Keep the voice of the story consistent: either he/she (third person) or I (first person).
- v. Keep verb tense consistent: either past (it happened before) or present (it's happening now).
- w. Proofread softly to yourself, listening for missing words and missing sounds at the ends of words.
- x. Use apostrophe *s* to show something belongs to someone.
- 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 you proofread, listen for too many "ands" and take them out.
- ee. Use a semi-colon when combining two complete sentences without a conjunction. A comma by itself is not strong enough to hold them together.
- ff. Use and, but, or, for, or nor with a comma in front of them when combining two sentences without a semicolon.
- gg. Make sure your verbs agree with their subjects in number and tense.
- hh. When using only part of a sentence in a quote, or leaving certain words out, place three dots, called an "ellipses"
- ii. If adding material to a quote (e.g. to make a partially quoted sentence make sense, or to capitalize a non-capitalized letter), use brackets [ ]