

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). Does not apply to essays, unless you are using anecdotes as evidence.
- 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. Write them in.
- x. Use apostrophe *s* to show something belongs to someone.
- y. Put quotation marks around the words people say out loud.
- z. Put quotation marks around the words of another author or individual. If it is more than three lines long, indent the entire quoted text both from the left hand margin and the right hand margin. In parenthesis at the end of the quote, cite the text's source, using the MLA method of citation.
- aa. Between a quote and its "he said" phrase, put a comma, exclamation point or question mark, never a period.
- bb. When the "he said" phrase comes first, it's followed by a comma.
- cc. A quote and its "he said" phrase usually belong in the same paragraph.
- dd. Start a new paragraph every time the speaker changes.
- ee. When you proofread, listen for too many "ands" and take them out.
- ff. Use a semi-colon when combining two complete sentences without a conjunction. A comma by itself is not strong enough to hold them together.
- gg. Use and, but, or, for, or nor with a comma in front of them when combining two sentences without a semicolon.
- hh. Make sure your verbs agree with their subjects in number and tense.