Editing is also known as "proofreading." Here are some very useful hints:

- ✓ <u>Edit on an ongoing basis</u> (i.e., each draft, not just the final)
- ✓ <u>Before you print</u> out your final draft, read and edit it on the screen, paying attention to the red, blue, and green squiggles (if you're using MS-Word 2007)
- ✓ <u>After you print</u> out your final draft, <u>edit it again</u>, marking it up with proofreading marks like those found on the correction chart in the back of your text
- ✓ <u>After you make corrections</u>, proofread your paper again, because every time you make a change, you run the risk of making a new error
- ✓ Unless you are a very good writer, <u>read your paper out loud</u> to catch errors all writers tend to skip over accidentally
- ✓ <u>Ask someone else</u> to proofread your paper for you (but not instead of you!)
- ✓ <u>Always wait</u> some period of time (at least half an hour, if not more) before your final read-through

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Use this checklist to edit every paper, which you should go through carefully after *each draft*:

- ❑ I've <u>capitalized</u> my paper according to the <u>rules on p. 234-235</u> of the text.
- ❑ I've made sure that <u>proper nouns are capitalized</u> (names of specific people and places)
- ❑ I've made sure that <u>each sentence begins with a capital letter</u>.
- ❑ I've made sure that I do <u>not have random capital letters</u> in my paper by accident.
- ❑ I've read my paper for *parallel structure*, as explained in <u>Chapter 10</u> of the text.
- ❑ I've made sure that <u>verb forms agree with subject forms</u>, so that if I've a plural subject, I've a plural verb.
- ❑ I've made sure that <u>pronouns agree with antecedents</u>, so that if I've a plural noun, any pronoun referring back to it is also plural.
- ❑ I've made sure that I <u>do not switch verb tenses</u> within a sentence or a paragraph unless there is a logical reason to do so.
- ❑ I've made sure that I use the <u>correct form of verbals</u> so that words that are supposed to end in –ed or –ing do so.
- ❑ I've checked for the <u>proper use of articles</u> ("a," "an," and "the"), especially if English is not my native language.
- ❑ I've made sure that I am using <u>prepositions</u> (short words indicating position, direction, relationship, etc., like *of*, *to*, *on*, *for*, etc.) correctly and that I've not accidentally forgotten any.
- ❑ I've used FANBOYS (<u>coordinating conjunctions</u>) correctly and consistently, <u>punctuating around them appropriately</u>.
- ❑ I've <u>checked each comma</u> and made sure that it coincides with a <u>specific comma rule</u>; when it doubt, keep it out!
- ❑ I've made sure that I use <u>commas to separate independent clauses</u>.
- ❑ I've made sure that I've a <u>comma after long introductory elements</u>.
- ❑ I've made sure that I've put <u>commas between elements in a series</u> and that there is one fewer comma than there are elements (so, if I've four elements, I've three commas); I also make sure I've a comma before the final "and"
- ❑ I <u>do not have commas between compound elements</u>, such as two verbs separated by "and," as in "He ran and jumped."
- ❑ I've double-checked for the <u>proper use of apostrophes</u>, paying special attention to possessives and words like **its**-**it's** and **they're**-**their**-**there**. I know there is no such word as *its'*.
- ❑ I've checked for the <u>proper use of quotation marks</u> and punctuating around quotation marks, making sure that, as a rule, punctuation goes inside quotation marks, "like this."
- ❑ I've used my <u>spell checker</u> and have paid <u>special attention to the words on p. 250-252</u>, including **its**-**it's**; **there**-**they're**-**their**; **to**-**too**-**two**; **you're**-**your**; **then**-**than**; **quite**-**quiet**-**quit**; **led**-**lead**; **advice**-**advise**; **lose**-**loose**; **chose**-**choose**; **past**-**passed**; **affect**-**effect**. I've made sure that I use **could *have***-**would *have***-**should *have*** (and not could *of*, etc.). I realize that **used to** has a **–d** on the end. I've made sure that **a lot** and **all right** are both two words. I remember that **every day** is one word only if it is an adjective.