

Copyediting Checklist

This checklist is designed to help you with editing your work.

CHECKLIST	DONE
Have you checked spelling?	
Have you checked grammar?	
Have you checked punctuation? Sometimes people forget punctuation around speech. For example: <i>'Where are you going?'</i>	
Have you checked appropriate plurals and verbs. For example: <i>the bike is or the bikes are.</i>	
Have you shown the reader what is happening in your story rather than telling them?	
Have you kept the same tense throughout the story (past, present, future)?	
Have you stayed with the same point of view?	
Do you have too many adverbs ('ly' words)? Adverbs tell the reader what is happening.	
Do you have a balance with dialogue, action, and description? Or have you bored the reader with too much	

description and too little dialogue or action?	
Have you checked you haven't used the same word several times in a paragraph? Use your thesaurus to find another word that means the same thing. For example instead of saying: <i>The horse cantered over to the girl. The girl patted the horse and whispered into her ear.</i> , you could say: <i>The horse cantered over to the girl. Mary patted the mare and whispered into her ear.</i>	
Have you used over-worked adverbs and adjectives? For example: <i>pretty, beautiful, lovely, awful, weird, wonderful, fantastic, horrible, gorgeous</i> etc. Take the time to make your meaning clearer.	
Have you used over-used verbs such as run or walk? Instead find an interesting verb in your thesaurus that means the same. For example: <i>saunter</i> or <i>canter</i> .	
Have you used over-used nouns such as tree, dog or car? Be precise and name the type of noun. For example: <i>Oak, bulldog, station wagon</i> .	
Are your sentences passive rather than active? For example: <i>Ethan hit the ball.</i> (Active – Ethan is the subject and is performing the action.) <i>The ball was hit by Ethan.</i> (Passive – The ball is the subject, and suffers the action of being hit.) Note: You will often find 'was' and 'by' in a passive sentence.	