

Structural Editing Checklist

Structural Editing Checklist - Characters

This checklist is designed to help you with your characters. You will need one page per character.

Character Name: _____

Table One – Character Emotional Register

Create an emotional register for your character.

Chapter	Character's Emotion is...
1.	
2.	
3.	
4.	
5.	

6.	
7.	
8.	
9.	
10.	
Add more if required...	

Table Two – Character Questions

Ask yourself the questions below, and tick each item off when you can answer 'yes'.

Questions	Yes
Is the character likeable?	
Is the character believable?	
Have I introduced the readers to this character early on?	

Have I explained enough about the character?	
Have I been consistent in showing the personality of the character?	
Are the traits and dialogue of this character consistent?	
Has the character grown or changed over the story?	
If I have changed the personality of the character, is there a good reason to make the change, and have I shown clearly the change of the character at a specific point in the story and shown the reader why the personality of this character has changed?	
Have the children in the story solved the problem?	

Structural Editing Checklist – Setting, Plot, and Pace

Instructions:

1. Ask yourself each question as you edit your manuscript.
2. Tick each item off when you are happy that you have finished editing.
3. Use one checklist for each piece of writing or manuscript you create.

	Questions	Yes
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Setting	Does your setting need fact-checking?	
	Are all aspects of the setting in the right time zone?	
	Does the setting build pictures in the reader's mind?	
Plot	Is the story plausible?	
	Is your story too predictable?	
	Have you got too carried away with the plot, and if so do you need to simplify it?	
	Do you have an exciting climax in the story?	
	Will your reader care about the outcome?	
	Will your reader be satisfied with the ending and outcome?	
	Have you allowed something to happen due to coincidence? If you have, you might want to re-write it and give clues earlier.	
	Do you have an underlying theme (not necessary but if you do – have you achieved it?)	

Pace	Has your story opened with an exciting first line or paragraph, or a first page that your reader can't put down?	
	Does the story droop in the middle? Do you need to put more action in?	
	What can you cut out to make your story tighter?	
	How can you make the ending of your page or paragraph so gripping that your reader wants to find out what comes next?	