

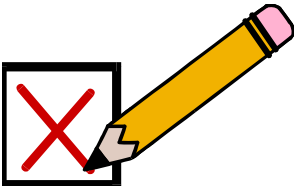
Editor's Checklist Form

Author's Name: _____

Title of Piece: _____

Editor's Name: _____

The first step in editing is to read the piece completely. The second step is the actual marking. Use the editing marks displayed at the Editing Center . Use your Grammar Handbook as a reference. The editor must "X" the column to the right of the items only AFTER he or she has edited it.



Did the Author ...	X
Correctly capitalize the title	
Title is underlined (books, plays, periodicals, films,) or in quotes (short stories, poems, articles, songs, chapters)	
Each paragraph is indented properly	
Quotation marks are used with conversation	
Proper nouns are capitalized	
Transitions are clear (sentences flow together to make sense)	
Sentences are complete thoughts with a noun and a verb	
There are no run-on sentences	
Each sentence ends with the proper punctuation	
Adjectives and Adverbs are used	
Author's handwriting is easy to read	
Author's name is either under the title or at the end	
Apostrophes are used in contractions and possessive nouns.	

What I like best about this piece: _____

A wish I have for this piece: _____
