EDITING CHECKLIST

As you begin your editing ask yourself the following questions:

I. MAJOR SENTENCE ERRORS

A. Are there any Sentence Fragments?
   1. Is there both a subject and a verb?
   2. Remember that “ing” forms of verbs cannot function as the predicate (verb) of the sentence.

B. Are there any Comma Splices?
   1. Remember that you cannot join two complete sentences with a comma.
   2. Try either a comma plus a conjunction or a semi-colon.

C. Are there any Fused Sentences?
   1. Remember that you cannot “fuse” or run together two complete sentences.
   2. Try a comma plus a conjunction; a semi-colon; a period.

II. SPELLING

Check any word that you are even remotely unsure of, especially ary/ery; ible/able.

III. AGREEMENT ERRORS

A. Does your subject agree with your verb?
   1. singular nouns take singular verbs
   2. plural nouns take plural verbs
   3. Remember that in the present tense, 3rd person singular verbs end in “s.”

B. Remember to check compound predicates—two verbs referring to one subject—both verbs must agree with the subject.

IV. PRONOUN ERRORS

A. Does every pronoun have an antecedent?
   1. the pronoun must refer directly to a noun
   2. That reference should be immediately clear to the reader.

B. Does your pronoun agree in number and gender with its antecedent?
   1. Masculine pronouns refer to masculine nouns; feminine pronouns refer to feminine nouns; neutral pronouns refer to neutral nouns.
   2. Singular pronouns must refer to singular nouns; plural pronouns to plural nouns.