**Editing Checklist Name:**

**Title of piece:**

**Sentences**

* Are all words spelled correctly?
* Do all my sentences make sense?
* Are my verb tenses consistent? (Don’t switch back and forth between past and present!)
* Are all my sentences complete with a subject and a verb?
* Do my subjects and verbs agree?
* Do I have any run-on sentences? (See if you had any sentences that kept saying “and”)

**Capitals**

* Does each sentence begin with a capital letter?
* Are all proper nouns (names, titles etc.) capitalized?

**Punctuation**

* Does every sentence have the correct punctuation at the end? (. ! ?)
* Did I use apostrophes correctly? (Apostrophes show possession. They do not make something plural. For example: “The dog’s bowl is empty” is correct. “The dog’s all have their own bowls” is not correct. )

**Did I use commas…?**

* Between items in a series? (the mean, fat, black cat)
* Separating two independent clauses joined by a conjunction? (I went to the store, and I bought some milk. I,cI)
* In complex sentences that start with a dependent clause? (Because I needed milk, I went to the store. D, I)
* In compound-complex sentences?
* Do I have any unnecessary commas?