Writing Process Step 5: Editing

**Personalized Editing Checklist for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Read the following checklist and add to it based on any corrected papers you have received back so far. Then print a copy and go through your paper and check each of these elements one at a time until they are no longer an issue for you. Add to the checklist after receiving each of your corrected papers back showing common errors you make. Then print a clean copy and use it as you edit your next paper.

* My paper has a **title** that is **centered** above the text.
* All paragraphs are **indented** at least five spaces, with no extra space between paragraphs.
* My **subjects agree** with my **verbs**.
* My **verbs** are in the **correct tense** (past, present, etc.) and **voice** (passive vs. active).
* I have checked my language for **correct academic style**.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (from previous papers)
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“ “ “)
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“ “ “)
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“ “ “)
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (“ “ “)