

HOW TO SELF-EDIT

CHECKLIST

1. GRAMMAR & WORDING SCAN

- Are my sentences as concise as possible?
- Have I passed readability scans through HemingwayApp and/or Grammarly?
- Is everything worded clearly with no unintentional ambiguity?
- Is my content error- and typo-free?

2. READ-ALLOUD

- When read aloud, are there any parts that seem clumsy or confusing?

3. GIVE IT TIME

- If possible, have I set my writing aside for a few days so that I can see it with fresh eyes?

4. CHUNK IT & MIX IT

- Have I looked at my story section-by-section, even out of order, to ensure each section is error-free and makes sense when read independently?

5. READ & NOTE

- Have I read through my writing as a READER, making notes about what readers might think or feel while reading?
- Have I noted anything that readers may find confusing or any gaps in information that may need expanding in order to keep readers from becoming lost?

6. LISTEN

- Have I had someone else read the story aloud to me, so that I can catch any problems with emphasis, inflection, or reader interpretation?

7. PRE- & POST-OUTLINING

- Have I compared the actual content of each paragraph to my original plan or outline?
- Does the final content include everything I intended, with no unnecessary tangents ?
- If writing a novel, are all the appropriate plot points and genre conventions present?