Editing Checklist – Upper

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| **Editing Checklist – Upper** | **Author** | **Editor 1** | **Editor 2** |
| 1 I read my paper out loud |  |  |  |
| 2 Author’s name |  |  |  |
| 3 Date |  |  |  |
| 4 Responding  (What did I like?) |  |  |  |
| 5 Revising  (Any suggestions?) (Did it make sense?) (Is it clear?) (How about beginnings and endings?)  |  |  |  |
| 6 Editing skills:  Capitals |  |  |  |
|  Punctuation |  |  |  |
|  Spelling  |  |  |  |
|  Grammar  (Is it a complete sentence?) |  |  |  |
| 7 Title  Page numbers, if necessary  |  |  |  |