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 |  |  |  |