



## Editing/Proofreading Checklist

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

My purpose is \_\_\_\_\_

My audience is \_\_\_\_\_

The form of my writing is \_\_\_\_\_

Things that I like about this draft are: \_\_\_\_\_

\_\_\_\_\_

Things I think need improving are \_\_\_\_\_

\_\_\_\_\_

**Editor** (circle one)      Self   Peer   Writing Group   Teacher

<b>Item</b>	<b>Comment</b>
<b>Capitalization</b> <ul style="list-style-type: none"><li>• Grammer</li><li>• Citations</li><li>• APA format</li></ul>	
<b>Overall</b> <ul style="list-style-type: none"><li>• Coherent?</li><li>• Is the word processing format consistent?</li></ul>	

