

Editing Checklist:

- Spelling – use a dictionary for most words over 4 letters long and homonyms
- Non-academic language like contractions, second person, slang, text language
- Capitalization errors
- Grammar errors (commas, quotations, end punctuation)
- Typos (if you are typing your paper)
- Not formatted correctly – paragraphs are not indented, no title, no header, and in advanced writing not in style guide