



Version I

COPS Editing Checklist

Use the following checklist as a guide when you edit your writing. Also, use it when you are ready to proofread your final draft.

CAPITALIZATION:

- _____ First word in a sentence
- _____ First letter of a proper name: people, pets, places, holidays, days, months, abbreviations such as Ave., St., Mrs., Mr., etc.
- _____ The word I
- _____ The important words of titles (remember to underline titles of books: Holes by Louis Sachar)

ORGANIZATION:

- _____ Make sure that all sentences are complete (subjects and verbs)
- _____ Change run-on sentences to two or more sentences
- _____ Check for omitted words or word endings
- _____ Make sure that action words (verbs) have correct endings
- _____ Check the nouns and pronouns that are the subject of the action

PUNCTUATION

Final punctuation or sentences

- _____ Period at end of a statement (.)
- _____ Question mark if a sentence is a question and needs an answer (?)
- _____ Exclamation mark if the sentence shows a strong emotion (fear, anger, excitement) (!)

Other punctuation:

- _____ Quotation marks, commas, etc., in quotation (Sarah said, "I just love icecream!")
- _____ Commas with words in a series (I went to the store, bought groceries and then came home.)
- _____ Commas after introductory clauses (After she finished reading, Danielle went to the movies with John.)
- _____ Commas between two independent clauses joined by a conjunction (I would like to go out and play, but I have to study.)
- _____ Apostrophes in contractions and possessive nouns (can't or Mrs. Smith's house)

SPELLING:

- _____ If paper is typed, use spell checker
- _____ Check for misspelled words. Look up the word(s) if you are not sure
- _____ Check for homonyms such as there/their/they're and to/too/two
- _____ Recheck to make sure you found everything and, if possible, have someone else proofread too