# Checklist: Editing Your Document

**Directions:** Use this checklist to keep track of your activities as you edit your document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

| Done | Activity |
|------|----------|
| ☐ | 1. *Ensure your document is accurate.* Check facts and figures, quotations, and spelling of names. |
| ☐ | 2. *Strive for economy.* Remove unnecessary modifiers (very, really, somewhat), eliminate unnecessary introductory phrases (there are, it is), and avoid use of stock phrases (at the present time, in order to). |
| ☐ | 3. *Ensure that your document is consistent.* Use concepts, numbers, and source information consistently. Check your document for consistent use of formatting and design. |
| ☐ | 4. *Remove sexist language from your document.* |
| ☐ | 5. *Use appropriate tone and style.* Use appropriate words, rewrite overly complex sentences, and vary sentence length and structure. |
| ☐ | 6. *Check for correct spelling, grammar, and punctuation.* Use your word processor's spelling, grammar, punctuation, and style tools; consult a handbook and dictionary; and ask someone to proofread your draft. |

| Notes: |
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