

Writing in the Rainforest Editing Checklist

- _____ Have I checked my piece against the items on my common mistakes list?
- _____ Did I check my spelling?
- _____ Did I check my grammar?
- _____ Did I punctuate correctly and consistently?
- _____ Did I avoid overusing exclamation marks?
- _____ Did I use only one space after the ending punctuation mark of each sentence?
- _____ Did I avoid the repeated use of any one piece of punctuation?
- _____ Did I use italics appropriately?
- _____ Did I position all punctuation correctly inside/outside of the quotation marks?
- _____ Have I deleted all extraneous commas and added ones that helped clarify?
- _____ Did I avoid using **bold**, underline, or ALL CAPS in my piece?
- _____ Did I vary my sentence lengths, i.e., short, medium, long?
- _____ Have I used the lengths of my sentences to accomplish my purposes?
- _____ Did I vary the structure of my sentences?
- _____ Did I vary my sentence starts?
- _____ Did I write out numbers and dates consistently?

