Narrative Editing Checklist

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| Name: |  | Date: |  |

Use this checklist as a guide when you edit and proofread your narrative. For more information, see the pages in *Write Ahead.*

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| **Punctuation** | |
|  | Does each sentence have end punctuation? (See pages 465–466.) |
|  | Do I punctuate dialogue correctly? (See pages 468 and 478–479.) |
| **Capitalization** | |
|  | Did I start all sentences with capital letters? (See page 483.) |
|  | Did I capitalize the names of people and places? (See pages 483–487.) |
| **Spelling** | |
|  | Have I checked for spelling errors (including those the spell-checker may have missed)? (See pages 494–500.) |
| **Usage** | |
|  | Did I correctly use commonly confused words (*affect/effect; there/they’re*)?  (See pages 501–518.) |
| **Grammar** | |
|  | Are my sentences free of run-ons and comma splices? (See page 80.) |
|  | Do the subjects and verbs agree in number? (See pages 81–82.) |