

Self-Editor's Checklist

Peer Editor's Checklist

PUNCTUATION		comments	PUNCTUATION		comments
<input type="checkbox"/>	I have read my written piece aloud to see where to stop or pause for periods, question marks, exclamation marks, and commas.		<input type="checkbox"/>	I have read the author's piece aloud to see where to stop or pause for periods, question marks, exclamations marks, and commas.	
<input type="checkbox"/>	I have used quotation marks where needed for dialogue, etc.		<input type="checkbox"/>	I have checked for quotation marks where needed for dialogue, etc.	
<input type="checkbox"/>	I have used apostrophes where needed (and there no "its/it's" errors)		<input type="checkbox"/>	I have checked for apostrophes and "its/it's" errors	
CAPITAL LETTERS			CAPITAL LETTERS		
<input type="checkbox"/>	I have checked for capitals at the beginnings of sentences.		<input type="checkbox"/>	I have checked for capitals at the beginnings of sentences.	
<input type="checkbox"/>	I have begun proper nouns with capital letters.		<input type="checkbox"/>	I have checked proper nouns for capital letters.	
GRAMMAR			GRAMMAR		
<input type="checkbox"/>	My sentences are complete thoughts and contain a noun and a verb.		<input type="checkbox"/>	I have checked that sentences are complete thoughts and contain a noun and a verb.	
<input type="checkbox"/>	I have avoided run-on sentences.		<input type="checkbox"/>	I have checked for run-on sentences.	
SPELLING			SPELLING		
<input type="checkbox"/>	I have proofread my work and corrected misspelled words using a dictionary.		<input type="checkbox"/>	I have checked for spelling and corrected misspelled words using a dictionary.	
FORMATTING			FORMATTING		
<input type="checkbox"/>	I have put my name as author on my work.		<input type="checkbox"/>	I have put my name as editor on the author's work.	

Name of Author: _____

Name of Editor: _____