

# EDITING CHECKLIST

Use this checklist as a jumping off point for your own. Include items you know you struggle with and items specific to your organization.

## SUBSTANTIVE EDITS ✨

- |   |  |
|---|--|
| <input type="checkbox"/> Does the piece flow well?            | <input type="checkbox"/> Is this our voice/tone?             |
| <input type="checkbox"/> Is the piece organized correctly?    | <input type="checkbox"/> Are there any repetitive sentences? |
| <input type="checkbox"/> Does the pace engage readers?        | <input type="checkbox"/> Are there any incomplete sentences? |
| <input type="checkbox"/> Does it all make sense? Is it clear? |  |

## COPYEDITS ✨

- |   |   |
|---|---|
| <input type="checkbox"/> Is all grammar correct?                  | <input type="checkbox"/> Are all words spelled correctly?       |
| <input type="checkbox"/> Are any numbers correct?                 | <input type="checkbox"/> Are any proper names listed correctly? |
| <input type="checkbox"/> Are all facts correct & cited if needed? | <input type="checkbox"/> Are all dates correct?                 |
| <input type="checkbox"/> Does it match your style guide?          | <input type="checkbox"/> Is all punctuation correct?            |

## PROOFREAD 💧

- |  |  |
|--|--|
| <input type="checkbox"/> Have you introduced any new errors? | <input type="checkbox"/> Does the piece still read well?                   |
| <input type="checkbox"/> Are fonts and colors consistent?    | <input type="checkbox"/> Does the reader understand what you want them to? |

## CHECKLIST FOR SENDING EMAILS

- Have you selected the correct audience?
- Do you have a subject line and preview line?
- Are all of your images correct & displaying?
- Have you added alt text to your images?
- Are all of your links correct and working?
- Are the fonts and colors correct?