Editing Checklist: Polish Your Writing Like a Pro

Revising: The Big Picture

- ☐ Ensure content meets your goals and objectives
- ☐ Check for logical flow and smooth transitions
- ☐ Remove irrelevant or redundant information
- ☐ Maintain consistent tone, style and formality
- ☐ Ensure clarity — no missing details or explanations

Copy Editing: The Finer Details

- ☐ Read it aloud to catch awkward phrasing
- ☐ Fix grammar, punctuation and spelling errors
- ☐ Check for wordiness and simplify where possible
- ☐ Replace passive voice with active voice when appropriate
- ☐ Ensure formatting consistency (font, spacing, headings)
- ☐ Watch for repetitive words or phrases
- ☐ Use inclusive and audience-appropriate language

Proofreading: The Final Touch

- ☐ Scan for typos, missing words and formatting errors
- ☐ Ensure headings, lists and citations are consistent
- ☐ Double-check page numbers, line spacing and margins
- ☐ Verify hyperlinks (if applicable) and check for broken links
- ☐ Confirm punctuation and capitalization consistency

Last Step: Read it one final time. Does everything make sense? You're ready to go!

