

# Checklist: Editing Your Document

**Directions:** Use this checklist to keep track of your activities as you edit your document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <i>Ensure your document is accurate.</i> Check facts and figures, quotations, and spelling of names.
<input type="checkbox"/>	2. <i>Strive for economy.</i> Remove unnecessary modifiers (very, really, somewhat), eliminate unnecessary introductory phrases (there are, it is), and avoid use of stock phrases (at the present time, in order to).
<input type="checkbox"/>	3. <i>Ensure that your document is consistent.</i> Use concepts, numbers, and source information consistently. Check your document for consistent use of formatting and design.
<input type="checkbox"/>	4. <i>Remove sexist language from your document.</i>
<input type="checkbox"/>	5. <i>Use appropriate tone and style.</i> Use appropriate words, rewrite overly complex sentences, and vary sentence length and structure.
<input type="checkbox"/>	6. <i>Check for correct spelling, grammar, and punctuation.</i> Use your word processor's spelling, grammar, punctuation, and style tools; consult a handbook and dictionary; and ask someone to proofread your draft.
<b>Notes:</b>	