# **Self-Editing Checklist for WRiters**

Use this checklist to edit and polish your own manuscript. Feel free to copy and modify it to your needs and preferences.

Round 1: Step back to see the big picture (plot, people, and pacing)

*Plot*

1. Review your storyboard.

*People*

1. Review each character, with special attention on the protagonist.

*Pacing*

1. Read the beginning.
2. Read the ending.
3. Skim everything in between.

Round 2: Step in to fix line by line (style and snags)

*Style*

1. Run a spelling and grammar program.
2. Review your grammar, word usage, punctuation, and unique terms.

*Snags*

1. Cut words and descriptions that hurt the reader’s experience.

Round 3: Proofread to make your story shine

1. Read your manuscript aloud.

Wrap-Up

1. Make sure the formatting is consistent and correct.
2. Save a backup copy of your manuscript.
3. Update your personal style sheet.