

## HOW-TO ARTICLE EDITING CHECKLIST

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	I have read over my work.
	I checked spelling and fixed the words that didn't look right.
	I have an appropriate punctuation mark at the end of every sentence.
	Commas have been used correctly.
	I have used correct grammar.
	Capitals have been used where needed.
	I have used quotation marks where necessary.
	Each sentence gives a complete thought.
	I have not used any run-on sentences.
	My writing has been organized into paragraphs and they are indented.
	The instructions in my writing are written in order.
	I have included clear details.
	I have re-read my written piece aloud to see where to stop or pause for periods, question marks, exclamation marks, and commas.
	I have used my own set of written instructions to complete the task.
	My final draft is neatly handwritten or typed.