

## Editing Checklist

Author: \_\_\_\_\_

Check	Look for:
	Does my heading capture the attention of my audience?
	Does my article include at least one picture and one caption?
	Is my article based on facts, not my opinion?
	Did I include my byline and my location?
	Does my paragraph include the who, what, when, why and how of the event?
	Does my writing make sense?
	Did I check for spelling and grammar? Did I start all my sentences with a capital letter and ended all sentences with the correct punctuation (?!.).

## Editing Checklist

Author: \_\_\_\_\_ Editor: \_\_\_\_\_

Check	Look for:
	Does the heading capture my attention?
	Does the article have at least one picture and one caption?
	Is the article based on facts, not on the writer's opinion?
	Does the article include the writer's byline and location?
	Does the article include the who, what, when, why and how of the event?
	Does the article make sense?
	Did I help the writer to check for spelling and grammar?
Highlights:	
Suggestions:	