

Final Editing Checklist

Punctuation	Sentence Structure/ Grammar	Design
Each sentence has proper ending punctuation.	Each sentence is a complete thought and contains a subject and action.	All the facts in the story are correct.
Lists of three or more items contain commas.	There are no run-on sentences. Proper punctuation or conjunctions have been used.	The quotation used is accurate. I included all the parts of an article including a catchy heading and photo.
Quotation marks are used when someone is speaking.		All 5Ws and how have been written into the news story.