Proofing / editing checklist

Allow time to both revise and edit

First check: structure, logic and sense
Second check: detail: spelling, punctuation, grammar
Third check: out loud, back to front, by someone else...

Or Fast, slow, then backwards.

Revising

Considering what you are saying as a whole, and where you are saying it.

- Have I been utterly truthful?
- Have I said all that I need to say?
- Have I been appropriately diplomatic and fair?
- Is anything essential missing?
- Are important points stressed?

Editing

Fine tuning the sentences and paragraphs.

- Do I have three parts to the piece: an opener, a middle and a closer?
- In my opener, have I made my points quickly and clearly?
- Have I avoided delaying the key message with a slow wind up?
- In the middle, have I proved my points with specifics?
- Is the structure immediately apparent to my readers? Have I used informative headings? Are my transitions smooth?
- Is my closer clear and non-repetitive?
- Is the meaning of each sentence clear and accurate?
- What can I trim (without removing important context)?
- Are there any vague passages I can sharpen?
- Are there any boring passages I can make more vivid?
- Can I improve the phrasing?
- Can I improve the punctuation?
- Are there any typos?

A'DAM