



ACJ Editorial Services

SELF-EDITING CHECKLIST

www.acjeditorialservices.com

Read every sentence out loud

Hearing it aloud will alert you to typos and misspelled words.

Take a break

It's important to take a break and come back to your work with fresh eyes.

It's simply too hard to catch errors if you've been looking at your writing too long.

Print it out

Reading it in print will give you a different perspective and that will allow you to catch errors that you didn't see while editing on your computer.

Read your sentences backwards

Give this a try. This doesn't work for everyone, but for many people this really helps to catch mistakes. I've heard of writers reading their entire book backwards!

**Remember,
Do not edit while you write!**