

# Sample Editing Checklist

---

## Grammar Checks

| Check                                                           | Yes | Needs Revision |
|-----------------------------------------------------------------|-----|----------------|
| Subject-verb agreement is consistent throughout your writing.   |     |                |
| Proper comma usage and clear sentences are seen.                |     |                |
| No typos or spelling errors are seen.                           |     |                |
| The sentence structure is correct throughout the content piece. |     |                |

## Consistency Checks

| Check                                                                   | Yes | Needs Revision |
|-------------------------------------------------------------------------|-----|----------------|
| Consistent voice and tone are observed throughout your writing.         |     |                |
| Consistent terminology for concepts and characters is seen.             |     |                |
| Consistent font size, spacing, margins, etc., are seen in your content. |     |                |

## Content Accuracy and Search Engine Optimization Checks

| Check                                                                          | Yes | Needs Revision |
|--------------------------------------------------------------------------------|-----|----------------|
| All the dates, statistics, and factual information are correct.                |     |                |
| References, sources, and citations are correct.                                |     |                |
| Relevant keywords are seen distributed or used evenly throughout the document. |     |                |
| Your meta titles and descriptions are optimized.                               |     |                |

## Point of View Verification Checks

| Check                                                                   | Yes | Needs Revision |
|-------------------------------------------------------------------------|-----|----------------|
| A clear point of view (POV) is seen in every part of the content piece. |     |                |
| The POV is consistent across the content piece.                         |     |                |

## Clarity and Readability Checks

| Check                               | Yes | Needs Revision |
|-------------------------------------|-----|----------------|
| Your content is clear and coherent. |     |                |
| The sentences are not too long.     |     |                |
| The sentences are not monotonous.   |     |                |

## Repetitive Content Removal Checks

| Check                                                                | Yes | Needs Revision |
|----------------------------------------------------------------------|-----|----------------|
| The content piece does not have repetitive information or sentences. |     |                |
| All redundant content has been rephrased or paraphrased.             |     |                |

## Content Flow and Transition Checks

| Check                                                                         | Yes | Needs Revision |
|-------------------------------------------------------------------------------|-----|----------------|
| The content piece does not have repetitive information or sentences.          |     |                |
| All redundant content has been rephrased or paraphrased.                      |     |                |
| Transition words and phrases effectively connect ideas and guide the readers. |     |                |