

1. Read your draft from beginning to end, in one sitting, at least once.
2. Use Canadian spelling.
3. Shorten run-on sentences (e.g., remove words; create 2+ sentences; make a list).
4. Complete any fragmented sentences.
5. Capitalize proper nouns (not every noun).
6. Check acronyms are spelled out with their first use.
7. Punctuate properly (e.g., commas, periods, quotation marks, hyphens).
8. Write in the active voice.
9. Delete unnecessary repetitive, redundant, or filler words.
10. Choose simple words and phrases; explain technical words.
11. Use the same words for the same things.
12. Stay in the same verb tense from one sentence to the next.
13. Check numbering (e.g., pages, chapters, and sections).
14. Check the formatting (e.g., justify text to the left; consistent spacing; font size).
15. Correct any typos in text, labels, maps, and figures.

Always make time to edit!

