

Journalism/Creative Writing Extended Project Non-Fiction Track

Step Fourteen: Peer Edit

Today and tomorrow we're doing a peer edit. This will take the majority of two days since the piece is so long. Take your time and be thorough. So, first, switch works with someone. Then go through this checklist to make sure their grammar and punctuation is correct. Remember, editing is about fixing mistakes. Revision, which we'll do next, will concentrate on content and clarity.

Most basic:

- **Paragraphs/Indent:** Do they have paragraphs that are indented?
- **Capitalization:** Is the beginning of every sentence capitalized? If not, capitalize it. Are the first and last names of people capitalized? Are the names of places capitalized? If not, capitalize it.
- **Punctuation:** Does every sentence have the correct end punctuation? Are there any comma errors? If needed, fix the punctuation mistakes.
- **Spelling:** Are any words misspelled? If you think any word may be misspelled (even if you're not 100% sure) highlight the word and write "sp" in a note so that they can go double check the spelling.
- **Obvious mistakes:** As you read the story, fix any obvious mistakes you see.
- **Correct Words:** Do they use the right words in the right places? (i.e. there, their, and they're; or between vs. among; etc.) If not, correct them.

More detailed:

Look for some of the things that were on the Basic Punctuation/Grammar sheet from Step Eleven.

- Changes in tense (past/present)
- Punctuating dialogue correctly
- Basic comma rules