

Journalism/Creative Writing Extended Project Poetry Track

Step Seventeen: Peer Edit

Today and tomorrow we're doing a peer edit. This will take the majority of two days since the collection 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. Since in poetry the poet is getting to set the rules for the poems, it will be a little trickier to check for things being incorrect. That being said, you're making sure they're following their own "rules". We're looking for consistency.

Most basic:

- **Left justified:** Are their poems left-justified? If they're centered (or in some other format) it should be because of some clear reason, not "just because"
- **Capitalization:** Did they choose to capitalize the first letter of every line? Are they consistent with their choice throughout?
- **Punctuation:** Did they choose to use end punctuation or not? Are they consistent? Do the line breaks work as punctuation (if that's what they've chosen)? If they are using punctuation within lines to control pacing, is it working for them? Are there any corrections or changes that need to be made?
- **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 collection, 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 (if applicable)
- Basic comma rules (if they're using commas)