Self- and Peer Editing Checklist

Your Name: _____   Date: _____

Peer's Name: _____   Date: _____

Assignment: _____

Directions: Use the Self-Edit columns below as you edit and fix your paper. Then, after making your corrections, give your paper to a peer and have them complete the Peer Edit columns.

	Self- Edit: Checklist Items	After completing each step, place a check here.	**Peer Edit:** Checklist Items	After completing each step, place a check here.	Comments/Suggestions
Punctuation	I read my written work aloud to see where to stop or pause for periods, semi colons, colons, and commas.		I read the author's work aloud to see where to stop or pause for periods, semi colons, colons, and commas.		
Citation and Format	Quotation marks are used properly, and author credit is given for cited and paraphrased materials. Works Cited sheet is included, and citation format is properly used (APA, MLA, etc).		Quotation marks are used properly, and author credit is given for cited and paraphrased materials. Works Cited sheet is included, and citation format is properly used (APA, MLA, etc).		
Thesis	Thesis is clear, concise, and answers the assignment question.		Thesis was clear, concise, and answered the assignment question.		
Supporting Information	All information relates back, explains, and supports the thesis. Cited information is quoted properly.		All information related back, explained, and supported the thesis. Material was cited properly.		
Grammar and Sentence Structure	My sentences are complete and clear. My spelling is correct, and the right verb tense is used.		Sentences are complete and clear. Spelling and verb tense is correct.		

Reference: Adapted from the International Reading Association/NCTE ReadWriteThink's "Editing Checklist for Self- and Peer Editing"