Appendix A

Editing Checklist

Coherent Writing

☐ 2.1 Check the beginning of each section of your document for an introduction
☐ 2.2 Check the beginning of each new legal analysis or argument for an introduction
☐ 2.3 Check the beginning of each paragraph for a topic sentence
☐ 2.4 Check for transitional words and phrases
☐ 2.5 Check for substantive transitions

Vigorous Writing

☐ 3.1 Check for abstract nouns at the beginning of a sentence
☐ 3.2 Check for *it is* and *there are* at the beginning of a sentence
☐ 3.3 Check for vague verbs
☐ 3.4 Check for passive voice
☐ 3.5 Check for nominalizations
☐ 3.6 Check for long sentences
☐ 3.7 Check for too many independent clauses in a single sentence
☐ 3.8 Check for too many dependent clauses in a single sentence
☐ 3.9 Check for too many prepositional phrases in a sentence
☐ 3.10 Check for wordy phrases
Clear Writing

- 4.1 Check that language is clear
- 4.2 Check that language is accurate
- 4.3 Check that language is consistent
- 4.4 Check for ambiguous pronouns
- 4.5 Check for remote pronouns
- 4.6 Check that pronouns and their antecedents agree
- 4.7 Check that subjects and verbs agree
- 4.8 Check that subjects and verbs are close together
- 4.9 Check for misplaced modifiers
- 4.10 Check for dangling modifiers
- 4.11 Check for squinting modifiers

Polished Writing

- 5.1 Check for sentence fragments
- 5.2 Check for parallel structure
- 5.3 Check verb tense
- 5.4 Check for tricky homophones
- 5.5 Just check (your spelling)
- 5.6 Check commas
  - 5.6-1 Use a comma and a coordinating conjunction to join independent clauses.
  - 5.6-2 Use a comma after an introductory clause or phrase.
  - 5.6-3 Use a comma between all items in a series.
  - 5.6-4 Use a comma between coordinate adjectives.
  - 5.6-5 Use a comma to set off nonrestrictive elements.
- 5.7 Check semicolons
  - 5.7-1 Use a semicolon to join independent clauses.
  - 5.7-2 Use a semicolon between items in a series containing internal punctuation.
- 5.8 Check colons
- 5.9 Check quotation marks
- 5.10 Check apostrophes