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