

Ultimate Self-Editing Checklist – Summary

Gregg Bridgeman

(suitable for framing)

- I.** Positive Mental and Spiritual Attitude is Essential
- II.** Planning: Plan out plots, subplots, conflict, and character names.
- III.** Write **first draft** as fast as you can.
- IV.** Assemble (write or collect) all **Front & Back** matter.
- V.** Run **Spell Check** and a **Grammar Check** on the entire document.
- VI.** Revise “to be” verbs to **Active Verbs**
- VII. Fundamentals:**
 - 1. Revise weak descriptors.**
 - 2. Amplify deep POV**
 - 3. Fix the dialogue**
 4. **Dialogue tags** said/asked = the “go to” tags
 5. Describe as many of the **Senses** as possible
 6. **Body Language**—How can I do it better?
 7. Verify that Ordering lists follow convention or common usage
 8. Check for US vs non-US spellings
 9. **Sentence** Structure
 10. Vary **Opening** Paragraphs
 11. Scene/Chapter **Purpose**
 12. Turn of phrase—eloquence/tighten/shape
 13. White space—dialogue vs narrative
 14. Verify any open research questions
 15. Read it out loud one of three ways
 16. Final read through: Read it two ways:
- VIII.** Lather, rinse, and repeat with all other chapters