

# Self-Editing

## CHECK LIST

### STRUCTURE & PLOT

- ☐ PLOT CONSISTENCY- HAVE YOU ANY PLOT HOLES OR INCONSISTENCIES?
- ☐ ENSURE THE STORYLINE IS LOGICAL AND PROGRESSES SMOOTHLY
- ☐ VERIFY THAT SUBPLOTS ARE TIED UP AND RELEVANT TO THE MAIN STORY.
- ☐ CHECK YOUR PACING! WILL IT KEEP READERS ENGAGED.
- ☐ CHECK FOR SLOW PART THAT MAY NEED TIGHTENING OR CUTTING.
- ☐ DOES YOUR MAIN STORY & SUBPLOTS HAVE CLEAR BEGINNINGS, MIDDLE AND ENDS?
- ☐ IS THE CLIMAX IMPACTFUL AND SATISFYING?

### CHARACTER DEVELOPMENT

- ☐ ARE YOUR CHARACTERS CONSISTENT WITH THEIR THOUGHTS, ACTIONS & DIALOGUE?
- ☐ ENSURE CHARACTER MOTIVATIONS AND ARCS ARE CLEAR AND BELIEVABLE.
- ☐ HAVE YOUR CHARACTERS SHOWN GROWTH OR CHANGED BY THE END?
- ☐ ARE YOUR CHARACTERS' JOURNEYS COMPELLING AND MEANINGFUL?
- ☐ ENSURE SUPPORTING CHARACTERS ARE WELL-DEVELOPED AND CONTRIBUTE.
- ☐ AVOID ANY UNNECESSARY OR ONE-DIMENSIONAL CHARACTERS.

## CHECK LIST

### SETTING & DESCRIPTIONS

- ☐ ENSURE THE SETTING IS VIVIDLY DESCRIBED AND INTEGRAL TO THE STORY
- ☐ VERIFY THAT THE CHANGES IN THE SETTING ARE CLEARLY NOTED AND IMPACTFUL.
- ☐ CHECK FOR THE USE OF SENSORY DETAILS TO ENHANCE THE READER'S EXPERIENCE.
- ☐ AVOID OVERLOADING WITH UNNECESSARY DESCRIPTIONS.

### DIALOGUE

- ☐ ENSURE DIALOGUE SOUNDS NATURAL AND SUITS EACH CHARACTER.
- ☐ AVOID OVERLY FORMAL OR STILTED LANGUAGE UNLESS IT FITS THE CHARACTER.
- ☐ USE TAGS AND BEATS TO CLARIFY WHO IS SPEAKING.
- ☐ ADD RHYTHM (NOT RHYME) TO YOUR DIALOGUE.
- ☐ DON'T OVERUSE TAGS, SOMETIMES 'SAID' IS MORE THAN ENOUGH.
- ☐ CHECK THAT EACH PIECE OF DIALOGUE ADVANCES THE PLOT OR DEVELOPS THE CHARACTER
- ☐ ELIMINATE ANY IRRELEVANT OR REDUNDANT DIALOGUE.

### LANGUAGE & STYLE

- ☐ IDENTIFY PLACES WHERE YOU CAN SHOW EMOTIONS OR ACTION, RATHER THAN TELL,
- ☐ USE VIVID DESCRIPTIONS TO SHOW CHARACTERS' FEELINGS AND SETTINGS.
- ☐ ENSURE THE NARRATIVE VOICE IS CONSISTENT AND APPROPRIATE FOR THE STORY.
- ☐ CHECK FOR A CONSISTENT TONE TO MATCHES THE GENRE AND AUDIENCE.
- ☐ IDENTIFY AND REMOVE CLICHÉS OR OVERUSED PHRASES.
- ☐ AIM FOR ORIGINALITY AND FRESHNESS IN DESCRIPTIONS AND DIALOGUE.

## CHECK LIST

### GRAMMAR & SYNTAX

- ☐ VARY SENTENCE LENGTH AND STRUCTURES TO MAINTAIN INTEREST.
- ☐ AVOID OVERLY COMPLEX OR RUN-ON SENTENCES.
- ☐ CHECK FOR GRAMMAR, PUNCTUATION, AND SPELLING ERRORS.
- ☐ ENSURE THE TENSE REMAINS CONSISTENT THROUGHOUT THE NARRATIVE.
- ☐ USE GRAMMAR TOOLS OR SOFTWARE FOR ADDITIONAL ACCURACY.
- ☐ VERIFY THAT ANY SHIFTS IN TENSE ARE INTENTIONAL AND CLEAR.

### PLOT HOLES AND CONTINUITY

- ☐ CONFIRM CONTINUITY IN TIMELINES, CHARACTER NAMES AND PLOT DETAILS.
- ☐ VERIFY THAT ALL EVENTS FOLLOW A LOGICAL SEQUENCE.
- ☐ DON'T OVERUSE TAGS, SOMETIMES 'SAID' IS MORE THAN ENOUGH.
- ☐ IDENTIFY AND ELIMINATE REPETITIVE DESCRIPTIONS OR INFORMATION.
- ☐ ENSURE EACH SCENE CONTRIBUTES SOMETHING NEW TO THE STORY.

### FINAL POLISH

- ☐ READ THE TEXT ALOUD TO CATCH AWKWARD PHRASING OR DIALOGUE.
- ☐ IDENTIFY ANY AREAS WHERE THE FLOW CAN BE IMPROVED.
- ☐ CONSIDER GETTING FEEDBACK FROM BETA READERS OR CRITIQUE PARTNERS.
- ☐ USE THEIR INSIGHTS TO MAKE FURTHER REFINEMENTS.
- ☐ PERFORM A FINAL PROOFREAD FOR ANY LINGERING ERRORS OR TYPOS.
- ☐ ENSURE THE MANUSCRIPT IS CLEAN AND PROFESSIONAL.