



SELF-EDITING CHECKLIST

Structure & Story

- Does the information or story flow smoothly and logically?
- Do my main themes and purposes come through?
- Are my chapters roughly similar in length?
- Have I developed a narrative arc?
- Is my pacing keeping the reader's interest?
- Are changes in chronology clear?
- Have I used transitions effectively?
- Have I maintained a consistent POV?
- Have I resolved all conflicts or questions raised?
- Is my hook engaging and effective?
- Do I have a reader takeaway?
- Does my ending offer hope or practical next steps?

Characters & Conversation

- Are my characters relatable? Or have I made them “too perfect?”
- Do my character names and attributes remain consistent?
- Does my dialogue sound realistic and appropriate to the character?
- Have I used verbs of utterance for dialogue tags?
- Have I used some creative alternatives to “said” without going overboard?
- Have I used action beats?

Sentences & Style

- Have I used active verbs rather than passive verbs?
- Have I used adverbs sparingly and replaced them with strong verbs when possible?
- Have I used adjectives thoughtfully, or is my writing too flowery?
- Have I maintained a consistent verb tense and used proper conjugations?
- Have I used sensory details?
- Have I checked for pet phrases and overused words?
- Have I eliminated redundancy and tightened my writing so that each word serves a purpose and moves the story forward?
- Have I checked for PUG mistakes (punctuation, usage, grammar), spelling, and correct capitalization?
- Have I used the serial comma (or not) consistently?

Formatting & Fact-Checking

- Have I applied standard formatting—font, size, margins, indents, spacing—to my document?
- Have I followed all submission guidelines regarding format?
- Do my headings or chapter titles match the table of contents?
- Have I double checked all quotations and Bible verses for accuracy?
- Have I used a standard Bible translation, and indicated the version of verses that deviate from it?
- Have I properly cited my research and correctly formatted my footnotes, endnotes, and/or bibliography?
- Have I been consistent in my capitalization (or not) of deity pronouns?