**Self-Editing Checklist for Writers**

 You’ve finished the first draft of your novel! Congratulations! Put that baby down and

celebrate!

 Now that you have finished your first draft let it sit for at least a few days so that when you go back to edit it, you have fresh eyes. This helps you spot errors and things that you may want to change.

 Before you start editing, run a spelling and grammar check. You can use Word, or you can run your manuscript through Grammarly or a similar app.

 Time to read! Carefully read your novel, paying attention to any errors that pop up. For example, you may notice that a character’s name is spelled two different ways throughout the novel, or that you need to add more conflict. Now would be a great time to create a style sheet, character sheet, timeline sheet, and/or setting sheet. Not only will these help you keep aspects of your novel organized, your editor will also really appreciate having these sheets at hand when she edits your novel.

 Now that you have done a read-through, you can use your notes to revise your manuscript, paying close attention to story structure. Some things to consider: Do you have a solid plot? Does your novel need more tension and conflict? Do you need to work on your setting?

 Now’s the time to send your pages to your first reader or critique group!

 Incorporate feedback into your next revision. Repeat these steps until you are happy

with your final draft. It doesn’t have to be grammatically perfect, but your story should

complete and in the best shape possible before you submit for any type of editing other

than Developmental Editing or Manuscript Critiques.

 Closely follow your editor or agent’s formatting guidelines before submitting your

manuscript.