

The Author Unlimited Self-Editing Checklist

1. Make sure you use the spell-check at the end of every draft. If you have unusual terms, simply add them to the dictionary so you don't have to accept them every time.
2. Read your work aloud, or better yet have someone else read it. Consider one of the automated tools that will do this for you. Perhaps even for a section so that you get to 'hear' your work
3. Edit out your overused phrases. There are tools that can find these once you have identified them -- which should be pretty easy if you pay attention. Don't worry about this at the writing stage.
4. Be careful about commonly misused words. Sometimes this is a difference between US and British English (enquiry / inquiry) but the wrong use can be very distracting for a reader.
5. Make sure you have commas in the right places. "I already ate Grandma" was our example here, whereas the correct punctuation is "I already ate, Grandma"
6. But don't overuse punctuation. Create more, shorter sentences. White space helps your reader consume your material and is especially important in non-fiction.
7. Kill your darlings. If it doesn't add anything, delete it. You'll probably know which sections these are but, if not, seek feedback from an editor or beta-readers.
8. Watch out for dangling modifiers. These are phrases that modify your noun or verb, and should, ideally, appear in the middle, not the end, of your sentence. (read more at the link below)
9. Format your draft to the specification given by your publisher or editor. Ask for a template to make this easier for you. (don't over-sweat this one, just make sure your manuscript is well-spaced)
10. Don't over-edit! A common mistake is all that 'tinkering'. It won't add and could take the life out of your manuscript. Keep the editing light at this stage and get feedback from your editor / beta-readers.

Read more at...

<http://authorunlimited.com/self-editing-mistakes-and-checklist/>