



Editing Waltz Check List

Step One: Content Editing

- Strong hook
- Solid plot
- Smart subplots
- Heroic main character
- Valuable secondary characters
- Spot-on pacing
- Balance of dialogue and narrative
- Hard-working scenes
- Effective Sequels

Step Two: Line Editing

- Perform visual check
- Check basic writing conventions
- Apply style guide or internal style sheet
- Fix POV issues
- Tighten and trim
- Rethink passive language
- Rework awkward sentence structure
- Rework awkward dialogue
- Delete words/phrasing that pull the reader out
- Verify any unfamiliar words
- Simplify tenses
- Verify facts
- Check for continuity errors
- Clarify any unclear passages

Step Three: Proofreading

- Fix ERRORS
- Fix formatting issues
- Add non-story information