



Final Editing – Quick tips

- Check for repeat words
 - Especially close together
 - Also overused words in your entire manuscript
- Cut extra words
 - Often words such as: just, that
 - Can be others so be aware of what words are yours
- Check filter words
 - Seemed, felt, etc.
- Check hedging words
 - Almost, a bit, mostly, probably, a tad, sometimes, kind of, etc.
 - You do not have to eliminate all these words, but be 100% certain they serve a purpose
- Check for crutch words
 - These typically are different for every author
- Check for repeat words
- Limit the use of adverbs
 - When you have a verb and adverb, instead change it to a stronger verb
- Watch for consistent verb tense
- Check that you don't change POVs during the same section
- Check your punctuation for *every* sentence
- Search for incorrect dialogue tags
- Fix sentences that don't have varied length

Final Proofreading Ideas

Proofreading on Paper

– Print out your manuscript

- Use a ruler to guide you line-by-line to help prevent you missing things
- Read aloud

Proofreading on Your Computer

- Try editing in a different font
- Try editing in a different size font
- Change line spacing
- Listen to someone else read your manuscript
 - Can be another person or the computer

Finally

- Do a last spellcheck
 - Errors can creep in during edits

Still have questions?

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or email us at info@tlc4authors.com

