**COPS Editing Checklist**

**C**apitals

* Do my sentences begin with a capital letter?
* Do all proper nouns begin with a capital letter?
* Do all common nouns begin with a lower case letter?
* Do I use lower case letters when necessary?

**O**rganization

* Are all of the words in the correct order?
* When I read my sentence aloud, does it sound right?
* I have indented each paragraph.
* My work is neat and legible.

**P**unctuation

* Do my sentences end correctly? ( . ! ?)
* When I pause, do I use the correct mark? ( , “ ” : ; )

**S**pelling

* Are all of my words spelled correctly?