Editing using COPS

What does COPS stand for?

- **C**apitalization

- **O**rganization

- **P**unctuation

- **S**pelling

Capitalization

- What do we capitalize?
  - the first letters of sentences
  - proper nouns (names, places, titles, etc.)
  - the letter "I" if it is alone
  - Do Not capiTAlize letters that shoulD noT BE Capitalized!

Organization

- Ask yourself if each sentence makes sense.

One bright day in the middle of night, Kevin had ran house.

What's wrong with this sentence?

Punctuation

- Are commas and quotation marks used correctly in dialogue?
- Is there punctuation at the end of each sentence?
- Is it the correct punctuation?

Spelling

- Do words appear to be spelled correctly?
  - If not, check a dictionary!
- Have I used the correct "there, their, or they're"?
- Have I used the correct "to, two, or too"?