Editing using COPS

What does COPS stand for?

• Capitalization
• Organization
• Punctuation
• Spelling

Capitalization

• 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”?