

Clean up editing

Complete this checklist to find extra mistakes before print or second editing

Quotation mark problems

- Double quote followed by a space
“
—
- Space followed by double right quote
”
=
- Two single quotes together – change to the appropriate double quote
“
”
- “’ or ’“ instead of double quotes
- Look for initial quotation mark (double or single) and match to the appropriate ending quotation mark. This might be done to the whole document if you find a lot of mistakes, or just go through part of the document to see how well the first copy edit went
- Check left single quote - for matching quotation mark and for contractions needing right single quote, in poems or in text. This catches a lot of problems.
‘

em-dash and en-dash

- em-dash with space before or after or both – do several passes to remove spaces before, after, and both before and after the dashes
—
- Make sure you use en-dash in any scripture references

Additional searches

- Look for cn paragraph style and fix initial paragraphs to be ***text-noIndent***
- ^9 in the text search will find random digits in the text
- Check all hyphens again make sure there are no spaces before or after
- ,^p to .^p

- _“^p → catches reversed quotation mark at end of paragraph
- ^\$^p → catches no period at end of sentence at the end of a paragraph
- ^\$” → find end dialogue quotes missing punctuation
- Check for spaces before any punctuation marks again
- DO A SPELL CHECK
- Search for frequently misspelled words that spell check will not catch”
 - _baud_ to _band_
 - rook to rock
 - ease should be case
 - _tlie_ to _the_
 - _bat_ to whatever it should be → this word is not as common as the word it usually should be
 - comer to corner
 - arry to army
 - lie to he
 - hira to him