

## Self-Editing Indicator List

*Remember these are suggestions for where to look for issues, but they might indicate perfectly fine sentences. These are **not** requirements, you need to use your best judgment in editing. Remember we're looking for Accuracy, Clarity and Brevity. You get to decide what that means.*

What to search for	Why?
ly	"She was running quickly from the room" might become "She ran from the room". Is "quickly" necessary to convey what you mean to say?
of	"She was running out of the room" might become "She ran from the room" Which is clearest? Obviously we do need to use "of" at times, such as in United States of America.
that	"This can indicate that there is a problem" might become "This can indicate a problem".
said	If you are writing dialog, this word needs to be implied more often than not. We know you're quoting someone when we see the quotation marks. Do you need to remind us who is speaking?
was/were	Often indicates the passive voice. "She was running from the room" can become "She ran from the room". Avoid the passive voice like the plague.
by	Can distance the reader from the text. "He was hit by the pie" is not the same as "The pie hit him."
his/her	This is a modifier. Perhaps instead of "His hair was grey" you might write "He had grey hair." It can be simpler to read.
very/about	Wishy-washy words. "Very" also bring up the word "every". Do you need these qualifiers?
ing	This will bring up all your gerunds. Most of these are useful and important, but they can also slow your writing down. Shoot for editing about 20% of these.
And/But <i>(note the case)</i>	Starting a sentence with "And" or "But" can sound unintentionally pompous.
like	Makes sure you look at the similes that you are using. Is this a cliché? Are you saying what you mean to say?
ion	Showcases the words that are long. Do you need to use such a complex word to say what you mean? "intoxication" → "drunk".
felt, heard, smelled, saw, tasted, touched	These can indicate the passive voice.
Add your own words!	You might think about words you use a lot. Here are mine: often, suggests, be able to