



HOT TREE
EDITING

PRE-EDIT CHECKLIST

Following these steps can save you time and money. Ensuring your manuscript is as error-free as possible allows your editor to focus on more complex issues.

1. Spell Check

- **Use Integrated Spell Check:** Find and correct all simple errors using your document's built-in spell check.
- **Online Dictionaries:**
 - For US English, use [Merriam-Webster](#).
 - For UK/AU/CA English, use [Oxford English Dictionary](#).

2. Dictionary

- **Verify Word Meanings:** Confirm the meanings of words when writing, drafting, and proofreading. Do not rely solely on thesaurus suggestions.
- **Recommended Online References:**
 - [Merriam-Webster](#)
 - [Oxford English Dictionary](#)

3. Grammar Check

- **Use Grammar Check Tools:** Identify grammar and usage issues.
- **Warning:** Grammar check is not always accurate. Verify suggestions with a reliable source.
- **Consult Style Guides:** Use the *Chicago Manual of Style* when necessary.

4. Punctuation

- **Ensure Correct Punctuation:** Check if all punctuation is used correctly.
- **Reference Style Guides:** Look up uncertain items in a style guide.

5. Overused Words, Phrases, and Repetition

- Use the Find Function: Search for common overused words and phrases, and replace them with appropriate synonyms or delete if unnecessary.

Common Overused Words and Phrases:

• got/get	• heard/hear
• like	• saw/see
• there is/are/was/were	• felt
• it is/was	• maybe
• very	• slightly
• started/began	• a bit
• really	• that
• just	• maybe



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6. Passive Voice

- **Eliminate Passive Voice:** Replace passive constructions with active voice. For example, change "The call was made by Samantha" to "Samantha made the call."

7. Filler

- **Remove Inessential Details:** Eliminate scenes and details that do not advance your plot.
- **Ask Yourself:**
 - a. If deleted, will the reader still follow the story? If yes, it's filler!
 - b. What is different by the end of this scene? If nothing, it's filler!
 - c. What/Who does this scene affect? If nothing/nobody, it's filler!

8. Final Read-Through

- **Read Your Manuscript Thoroughly:** Ensure your plot is clear and all loose ends are tied up.
- **Methods:**
 - o Read aloud to catch errors and ensure a natural flow.
 - o Use a text-to-speech app to listen to your manuscript.

9. Read, Read, and Read Again!

- **Multiple Reviews:** Read your document multiple times to catch missed errors and ensure clarity and coherence.

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- Overused Words, Phrases, and Repetition
- Passive Voice
- Filler
- Final Read-Through
- Read, Read, and Read Again!

