



## Editing Checklist

### **Structure:**

- Does every sentence serve a purpose?
- Do all of your arguments follow the CRAC structure?
- Is each sentence structured in the most succinct and straight-forward way possible?
- Does each sentence have a subject and a verb? Identify passive voice and eliminate where appropriate.
- Do you have signaling transitions between your points and paragraphs? (For example, indicating “first,” “second,” “third”)
- Are any paragraphs longer than one page? If so, is there a natural breaking point so that you can split them?

### **Headings:**

- Do your headings express a complete thought and indicate clearly what the following text will cover? Could your paper be read and understood with only the headings?
- Are all of your headings consistently formatted and clearly offset from the text?

### **General Citations:**

- Check every single citation—did you full cite it? Is there a pincite? Are your short cites correct? Do you have a parenthetical explanation when necessary?
- No hanging Id. citations. Short cite on a new page. Full cite in a new section.
- Did you double check the abbreviations table in BB Rule 10.2?

### **Check for Common Errors:**

- Check that the space between sentences and between paragraphs is consistent.
- Make sure that your citations are consistent with the same citation in the Table of Authorities (unless the abbreviation is different).
- The cover page of a brief is not numbered.

### **Final Thoughts:**

- Double check that all track changes are deleted.
- Convert your document to a pdf, if allowed, before sending or printing to avoid formatting errors.
- Reread and check all of the paper requirements, including word and page limits.
- Read your paper backwards and/or out loud to catch final typos and errors.