

Creative Writing Checklist

Formatting:

- ☐ Do I have a line between separate paragraphs? Did I indent (put a tab at the beginning of) each paragraph
- ☐ Are my paragraphs left aligned?
- ☐ Have I correctly used the citation conventions specified by my teacher?
- ☐ Does my story have a title? Is it centered?
- ☐ Is anything **bold** or underlined? If so, I need to remove it.

Dialogue Punctuation:

- ☐ Have I used "quotation marks" every time a character speaks?
- ☐ Have I changed paragraphs every time the speaker changes?
- ☐ Are any of my dialogue tags capitalized? *Unless you are using a character's name, they should not be.*

Example:

Incorrect: "Hi," He said.

Correct: "Hi," ~~He~~ he said. (**he is not capitalized**).

Correct: "Hi," Amara said. (**Amara is capitalized here because it's a name**).

- ☐ *Have I used italics to describe a character's thoughts?*
- ☐ Have I used some kind of **punctuation** INSIDE my quotation marks, before the dialogue tag is used?

Example: "Hi there," she said.

- ☐ Have I used a variety of **dialogue tags**? (words other than 'said,' like 'cried,' 'exclaimed,' 'whispered' etc.)

Grammar and Punctuation:

- ☐ Did I run a spellcheck? Are all of my words spelled correctly?
- ☐ Have I used capital letters at the beginning of every sentence?
- ☐ Have I used capital letters every time I include a character name?
- ☐ Have I used capital letters every time I have used the pronoun 'I'?
- ☐ Have I gotten rid of any super-long run-on sentences with no periods?
- ☐ Is there end punctuation at the end of every sentence (including every line of dialogue)?
- ☐ Do all of my pronouns make sense/are they used correctly?
- ☐ Have I read through my writing *at least* three times?