



August, 2025

Ready to Publish?

Self-Check for Editing vs. Proofreading

Instructions

This little worksheet helps you see if your writing just needs a final polish or something deeper first. Print it out, grab a pen, and answer honestly — no trick questions. At the end, you'll know whether proofreading is enough or if an editor should step in before you hit publish.

Section 1: Clarity & Structure

- I'm confident my main idea comes through clearly.
 - Yes = 0
 - No = 2
- My sections/paragraphs flow in a logical order.
 - Yes = 0
 - No = 2
- I sometimes get lost rereading my own work.
 - No = 0
 - Yes = 2
- I've changed major parts recently (moved, cut, or added sections).
 - No = 0
 - Yes = 2

Section 2: Style & Voice

- My writing sounds like me (or my brand).
 - Yes = 0
 - No = 1
- Some sentences feel clunky, stiff, or hard to read.
 - No = 0
 - Yes = 1



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Section 3: Surface Errors

- I spot spelling or grammar mistakes when I re-read.
 - No = 0
 - Yes = 1
- I worry I missed little typos or missing words.
 - No = 0
 - Yes = 1
- I'm confident my formatting is consistent (titles, lists, etc.).
 - Yes = 0
 - No = 1

Tally Your Score

- 0–2 points: **You're probably ready for proofreading!**
- 3–5 points: **Consider copyediting (for style and clarity), then proofreading.**
- 6+ points: **Get editing help first (structure, clarity, style), then proofreading.**

Action Steps

- For high scores: Find an editor to review your structure and flow.
- For mid scores: Choose a copyeditor for style and minor fixes.
- For low scores: Book a proofreader for one last check before publishing.