**Simple Tips to Save Hundreds of Dollars on Editing**

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1. **Read your work aloud.**
2. **Let your work in progress cool.**
3. **Use contractions, especially in dialogue.**
4. **Edit in stages. Don’t attempt to clean it all up at once.** 
   1. **First pass, content**
   2. **Second pass, flow and structure (is there a part where your mind drifted as you were listening? Better spice it up.**
   3. **Third pass, first and last lines**
   4. **Fourth pass, passive verbs, sentence structure, grammar and punctuation**
   5. **Fifth pass, typos**
5. **Learn how to punctuate dialogue tags.**
6. **Search your document for words like feel or felt or feeling or something similar (saw, heard, smelled).**
7. **Search your document for repeated or favorite words/phrases. ProWriting Aid will do this for you. (Ex. Really, very )**
8. **Eliminate “started to” or “began to.”**
9. **Copy your Bible verses instead of typing them from memory.**
10. **Quote from credible sources and include complete footnote information.**
11. **Include a Permissions List and secure your permissions in advance so your editor doesn’t have to do this for you.**