

Editing Checklist

Structure and Organization

- Audience and purpose of the document are clear.
- Concepts flow logically.
- Superfluous or redundant material is eliminated.
- Heads are useful, descriptive, and specific.

Writing and Readability

- Sentences/Explanations are clear, direct, and concise.
- Terms are used consistently and appropriately.
- Vocabulary is appropriate for the audience.
- All topics that lend themselves to a sufficient understanding of the material have been covered.
- Technical passages that may be difficult to understand are improved by the use of examples or illustrations.
- Research decisions presented in the proposal (e.g., why the research is necessary, what methods are being adopted to conduct the research) are explained clearly and supported effectively.
- All line items in the budget are clearly supported by the information provided in the Methods section of the proposal.
- Transitions between parts, chapters, and/or sections is clear.

Style

- Voice and tone are consistent, and appropriate for the audience.
- Technical vocabulary is defined when necessary to meet the needs of the audience.
- Terms and abbreviations avoid jargon.
- Heads, lists, and sentences have parallel construction.

Grammar

- Sentences are complete.
- Subjects and verbs, and pronouns and antecedents agree.
- Verb tense is consistent.
- Modifiers (e.g., adverbs such as *very*) are used appropriately.
- Long sentences are divided for readability.

Punctuation, Capitalization, and Spelling

- Punctuation follows editorial and documentation set guidelines.
- Capitalization is consistent and follows editorial and documentation set guidelines.
- Spelling is consistent and follows editorial and documentation set guidelines.
- Acronyms and abbreviations are used effectively (i.e., do not detract from readability).

Mechanics

- Typeface conventions are followed in all sections.
- Product names and trademarks are used correctly and consistently.
- Technical terms appear in a glossary (if there is one).
- Abbreviations and acronyms follow editorial guidelines.
- Numbers and symbols follow editorial guidelines.
- Numbered lists and steps are used appropriately and numbered correctly.
- Tables, figures, and illustrations are referred to in preceding text.
- Tables, figures, and illustrations are numbered correctly.
- Running footers and page numbers are correct.
- Footnotes are used correctly.
- Cross-references are correct, worthwhile, and sufficient.

Formatting and Layout

- Document conforms to funding agency/publisher/company standards.
- Page breaks and line breaks are effective on screen and on paper (e.g., no widows and orphans).

Graphics

- Tables, figures, and illustrations are used effectively and appropriately.
- Figure captions and callouts are capitalized correctly and are in the correct font.
- Graphics are aligned correctly on the page.

Back Matter

- Appendices are in the correct order.
- Bibliography is presented correctly.
- Glossary terms are alphabetized, appropriate for audience, and defined clearly.
- Index is complete and formatted correctly.
- Page numbers are correct.

Front Matter (for journal articles, chapters, or books only)

- Title page has correct title, part number, and revision number.
- Credits page is current and trademarks (including third-party trademarks) are listed.
- Table of contents includes correct heads and is formatted correctly.
- Figures and tables are listed in the table of contents.
- The preface uses the correct template and contains correct chapter numbers, titles, and descriptions.
- The typographical conventions section within the preface is current.
- Page numbers at the bottom of the pages are correct.

Comments to author