



# **Grow the Crop**

## **Handout 32**

### **Editing Checklist**

## Editing Checklist

Keeping track of all the elements that contribute to the quality of a text, much less checking these elements, can be an overwhelming task. An excellent way to keep track of the elements that need to be checked is to develop a quality control checklist such as the one in the following table.

The checklist serves as an example of a tool for reviewers to use when checking a publication.

Quality Control Checklist	YES	NO
Is the layout pleasing to the eye? i.e. no awkward page breaks, no excessive <b>blank space and pages aren't crowded.</b>		
Is the overall format consistent?		
Are the pages numbered sequentially?		
Are the headers and footers free of typographical errors and consistent?		
Are the boldface, italics, colour and other text appearance variables used consistently?		
Are the fonts and font sizes consistent?		
Is text alignment consistent?		
Is the cross referencing accurate? e.g. references to other sections, tables, graphics, pages or publications		
Are sentences and phrases punctuated correctly (including items in lists, tables, and graphics)		
Has spelling been checked manually or with a computerised spell checker?		
Are words capitalised appropriately (e.g. proper nouns and labels in tables and graphics)		
Is grammar and usage correct?		
Are words hyphenated correctly according to usage? (i.e. compound words, compound modifiers or prefixes)		

Are abbreviations, acronyms and signs and symbols used accurately and consistently?		
Are terms used consistently? (e.g. facility may not mean the same thing as site in certain contexts)		
Is the title and heading case (i.e. uppercase, lowercase or mixed upper/lower) correct?		
Are numbers used consistently? (i.e. spelled out vs. figures)		
Are sequences numbered or lettered in order? (e.g. lists, equations, footnotes, tables and graphics)		
Is the Maths correct? (e.g. totals in a table)		
Are trademarks capitalised or otherwise appropriately designated?		
Is the organisation logical and parallel on the sentence, paragraph and section levels?		
Do the headings accurately reflect the text and are they tailored to readers' needs?		
Is the language clear, concise, and readable? (e.g. transitions are used, paragraphs discuss a single topic, reading level is appropriate for the audience)		
Is the vocabulary appropriate to the content?		
Are redundancies eliminated? (e.g. ideas and facts are not repeated as in data presented in both text and a table)		
Are examples used to explain complex material?		
Do graphics clearly illustrate text and are unnecessary elements deleted?		
Are tables and graphics labelled appropriately and parallel with text?		
Are ideas consistent with no contradictions?		

Is potentially derogatory or unsubstantiated language removed?		
Has the planning and drafting improved its suitability for the intended purpose and audience?		
Has the editing and redrafting of a text improved its suitability for the intended purpose and audience?		
Have cohesive devices linked parts of texts with other parts?		
Are ideas linked and adapted to promote overall coherence of the text?		
Have changes to grammatical errors improved the structure and readability of text?		
Have the spelling, punctuation, register/tone, sentence and paragraph structures been checked and corrected?		
Have points of view been supported with a simple range of reasons and facts?		
Have references used in writing been acknowledged and accurately recorded in the appropriate format?		