

# Editing Checklist

Note: This is by no means an exhaustive list. Grammatical issues, in particular, are too numerous to mention here.

## *Words*

Words should be spelled properly. Those that can be correctly spelled more than one way must appear identically throughout the text.

Capitalization should be consistent.

Hyphenated words should be consistent, although words that are hyphenated as a compound adjective preceding the noun they modify, for example, may be unhyphenated when they stand alone.

Line breaks must conform to dictionary guidelines. More than two consecutive breaks should be avoided.

## *Punctuation*

Punctuation must be correct and aid clarity.

Series and sentences must be punctuated correctly, and letterspacing surrounding punctuation marks should be consistent. Quotation marks and apostrophes should be appropriately directional. Punctuation pairs (parentheses, quotation marks, dashes) must be complete. Em dashes, en dashes, and hyphens must be used correctly.

Diacritical marks (accents, umlauts, cedillas, etc.), where necessary, should be included.

## *Grammar*

Grammar must be correct and consistent.

Jargon, clichés, passive voice, wordiness, and vague or unclear writing should be avoided.

Series should follow parallel construction.

## *Formatting*

Margins must be uniform.

Typeface, size, alignment, spacing, and capitalization for body text, headings, pagination, and miscellaneous items must be consistent.

Kerning and leading must be consistent.

Widows and orphans should be avoided.

## *Facts and Figures*

Common facts should be verified for accuracy.

Numbers should appear consistently as figures or words, although it's common to spell out smaller values and use numerals for larger amounts.

Dates, times, and phone numbers should take the same form throughout the text.

Figures should be accurate and consistently punctuated (for example, if thousands contain commas, all thousands should contain commas; if decimals are rounded to two digits, all decimals should appear with two digits).

Roman and Arabic numerals should be used consistently.

### *Tables, Charts, and Other Graphic Elements*

Formatting must be consistent.

Ordering by number or letter must be consecutive and correspond to textual references.

Subject matter must accurately follow title, caption, or textual reference.

### *Table of Contents and Index*

The title or word referenced should match its occurrence in the text.

Page numbers should be accurate and complete.

The index should be complete. Cross-references must be accurate.