

EDITING/QUALITY CONTROL CHECKLIST

Date started: _____

Date completed: _____

Time required: _____

Manuscript/Client _____

Location/Contact _____ Phone _____

COMPLETED TASKS

- Corrected grammar, spelling, and punctuation.
 - Eliminated inconsistencies in:
 - Capitalization
 - Compounding
 - Number style
 - Abbreviations
 - Use of italics/underlining
 - Alphabetical and numerical sequence
 - Matched heads in text against table of contents. Queried.
 - Constructed table of contents. Included the following:

 - Formatted tables consistently, following required style.
 - Ensured parallelism in the text. Made elements in a series parallel.
 - Made list format(s) consistent. Followed attached sample.
 - Eliminated passive constructions where appropriate.
 - Shortened and clarified excessively long sentences.
 - Eliminated the first person.
 - Eliminated the second person.
 - Explained acronyms and abbreviations at first mention in the text. In each chapter/section.
 - Ensured accuracy and consistency of all cross-references.
 - Arranged footnotes and bibliography in a consistent format. Followed particular style (name style).

 - Researched missing information in notes/bibliography.
 - Queried only. No changes made.
 - Double-checked math in tables and problems.
 - Double-checked answers to questions in exercises.
 - Queried only. Eliminated redundant portions.
 - Researched accuracy of content. Queried (and cited source).
 - Performed other writing or rewriting required.
Explain _____
 - Conducted quality control check of text and format.
 - Prepared style sheet — compiled alphabetical list of all words about which the client has made a choice of treatment, e.g., consistency in hyphens, caps, abbreviations, etc.
 - Made a list of queries to the author/client.
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COMMENTS
