

# EDITING CHECKLIST

AUTHOR: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## OVERALL DOCUMENT

- Document is complete
- Content is relevant
- Content is free of grammatical errors and typos
- Document is organized in a logical sequence
- Content is chunked into manageable parts
- Document is easy to navigate (headings, lists, tables, running headers)
- Titles accurately reflect content
- Content is free of discrepancies
- Overall look of document is aesthetic
- Table of contents is accurate

## VISUAL ELEMENTS

- Simple and easy to understand
- Clear, easy to read, and consistent quality
- Consistent style (placement, use of captions, element title)
- All figures are labelled
- All images have a title and attribution if creator is not the author
- Pull quotes and visual elements do not interfere with readability of the body text
- Margins are consistent and document elements (e.g., headers and footers) are consistently placed

## TABLES

- Table information is complete and identified
- Similar information within a table is parallel
- Table titles are descriptive
- Tables are presented in a rational sequence for maximum reader comprehension

## INSTRUCTIONAL DESIGN

- Introduction emphasizes creativity and user control
- Procedural titles are task-outcome oriented and use gerunds
- Task overviews are related to user action
- Steps include tools, actions, and results
- Steps are in an orderly sequence
- Images or text show user the results of the actions
- Special notices - tips and notes - are relevant and easy to distinguish
- Tips help the user find ways to use the program or process efficiently
- Warnings are noticeable and clear
- Key terms are identified
- Options are organized (e.g., table) to help user decide
- Elaborations tell the results of actions and where to get more information