

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.

COMMENTS