Complete Editorial Checklist	✔ First Reading	✔ Second Reading
Is It Correct?		
Spelling and Capitalization		
• Proper nouns, common words, and special terms are spelled and capitalized correctly.	☐	☐
• Shortened forms (abbreviations and acronyms) are spelled and capitalized correctly and defined when first used or as needed.	☐	☐
• Product names, trademarks, and registered trademarks are verified.	☐	☐
• Titles, including the first and last word, are capitalized correctly.	☐	☐
• Capitalization following colons in text is accurate:		
-Unless a proper name, lowercase when colon introduces less than a full sentence	☐	☐
-Consistently lowercase (unless a proper name) *or* capital letter when colon introduces a single sentence	☐	☐
-Capital letter when colon introduces two or more sentences	☐	☐
Grammar		
• Subjects and verbs agree (*I work*, *he works*).	☐	☐
• Verbs are in correct tense (*I work*, *I worked*, *I had worked*, etc.).	☐	☐
• Pronouns agree in gender and number with what (or whom) they refer to (*Tom and Bill rode **their** bikes*; *the tree dropped **its** leaves*).	☐	☐
• Pronouns are correct according to their place in the sentence (*I gave it to **him**; he gave it to **me***).	☐	☐
• Adjectives and adverbs are placed to keep meanings clear (*I drive on Friday **only*** [other days, I walk]; *I **only** drive on Friday* [and do nothing else all day]).	☐	☐
Punctuation		
General		
• There is no missing punctuation.	☐	☐
• There is no duplicated or misplaced punctuation.	☐	☐
Apostrophes		
• Apostrophes are used only for possessives (*Jane's*) and missing letters (*I'll*; *rock 'n' roll*), not for plurals (*two Janes*; *1900s*).	☐	☐
• Apostrophes face the correct way (*'04*, not *'04*).	☐	☐
Commas		
• A comma is used before the last item in a series (*Tom, Dick, and Harry*), unless chosen style omits it.	☐	☐
• A comma, without a connecting conjunction, is not used to separate two complete sentences (use stronger punctuation, like a period or semicolon, instead).	☐	☐
Dashes		
• Em dashes (—) are used correctly—in pairs if they're in the middle of a sentence (consistently with spaces or not)—to set off words and are the width of a capital *M*.	☐	☐
• To replace the word *to* or *through*, an en dash (–) is used (with no spaces) to separate items in ranges (*London–Paris*, *7 a.m.–9 a.m.*, *1999–2004*) and is half the width of an em dash.	☐	☐
Hyphens		
• Hyphenations and word divisions are correct (check a dictionary).	☐	☐

Complete Editorial Checklist *(continued)*	✔ First Reading	✔ Second Reading
Parentheses and Brackets		
• There are always opening *and* closing parentheses and brackets.	☐	☐
Periods		
• Period is *inside* parentheses when they enclose a separate and complete sentence.	☐	☐
• Period is *outside* parentheses when the parenthetical matter—even a complete sentence—is included in *another* sentence.	☐	☐
Quotation Marks		
• There are always opening *and* closing quotation marks as appropriate.	☐	☐
• Single quotation marks are used only around a quote within a quote.	☐	☐
• Periods and commas are inside quotation marks.	☐	☐
• Semicolons and colons are outside quotation marks.	☐	☐
• Other punctuation is inside or outside quotation marks, depending on whether it's part of the quoted item.	☐	☐
Lists		
• Numbered lists are used when sequence matters or items will be cited.	☐	☐
• Bulleted lists are used when sequence is unimportant and citation is unnecessary.	☐	☐
Figures, Graphs, and Art		
• Text references to figures, tables, and other elements are accurate and present as needed.	☐	☐
• Captions accurately describe graphics.	☐	☐
Sequence		
• Numbering in each numbered list is sequential and starts at 1 or A.	☐	☐
• Bulleted list items are in alphabetical order (unless another order makes more sense).	☐	☐
• Any section title numbering is consecutive.	☐	☐
• Heading levels (first, second, third, etc.) are styled correctly for the content they introduce.	☐	☐
• Numbered captions are in consecutive order.	☐	☐
• Page numbering is consecutive overall or within sections, as appropriate, and appears on all pages where it should.	☐	☐
Spacing		
• Words are separated by one (and only one) space.	☐	☐
• Periods and colons are followed by only one space.	☐	☐
Titles, Headers, and Footers		
• Titles and other headings accurately describe the content they introduce.	☐	☐
• Content of headers (at the top of the page) and footers (at the bottom) is correct for each section.	☐	☐
• Any numbering is consecutive and in appropriate form (e.g., all roman or all arabic).	☐	☐
• Spelling and capitalization are correct and consistent:		
-First letter after a colon is capitalized.	☐	☐
-First letter after an em dash or hyphen is capitalized or not, per style guidelines.	☐	☐

Complete Editorial Checklist *(continued)*	✔ First Reading	✔ Second Reading
-Articles, short conjunctions, and short prepositions are lowercased, unless starting or ending a title, or contrary to style guidelines.	☐	☐
-First and last word are capitalized, regardless of part of speech.	☐	☐

Table of Contents
• Entries exactly match headings that appear in the document.	☐	☐
• All headings appear that should (all first-level, all second-level, etc.); none appear that shouldn't.	☐	☐
• In electronic and Web documents, all links between table of contents and text sections work correctly.	☐	☐

Web Links
• In electronic copy, Web links in text work correctly.	☐	☐

Is It Consistent?

Watch for consistency in . . .
• Statements of fact	☐	☐
• Spelling (especially in acronyms and other all-capital items)	☐	☐
• Capitalization (especially in titles, abbreviations, acronyms, and following colons)	☐	☐
• Hyphenations and word divisions	☐	☐
• Last comma (or no last comma) in a series of items; commas or no commas around *Jr.*, *Sr.*, *Inc.*, etc.	☐	☐
• Numbers—either spelled out or numerals, and consistent style for area codes, phone numbers, dates, times, etc.	☐	☐
• Italic and other special fonts	☐	☐
• Icons and symbols	☐	☐
• Lists and tables:		
-Punctuation at the end of text that introduces the list or table	☐	☐
-Bullet and number styles	☐	☐
-Indents, spacing, and alignment	☐	☐
-Capital letters (or lowercase) at the start of each item	☐	☐
-Font, capitalization, and punctuation of list item lead-ins	☐	☐
-Punctuation at end of list items (either periods or no periods)	☐	☐
-Parallel structure	☐	☐
-Table title numbering (or not) and style	☐	☐
-Table-specific abbreviations (including numbers)	☐	☐
-Headings (and *continued* lines) for multipage tables	☐	☐
-Table placement and format styles	☐	☐
• Document titles and headings	☐	☐
• Captions and labels	☐	☐
• Page numbers, headers, and footers	☐	☐
• Table of contents entries	☐	☐

Is It Clear and Compelling?

Sense, Flow, and Effectiveness
• The level of writing is appropriate for the audience.	☐	☐
• The piece has an effective beginning, middle, and end.	☐	☐
• The sequence of topics is logical and effective.	☐	☐

Complete Editorial Checklist *(continued)*	✔ First Reading	✔ Second Reading
• The language is not overly complex or wordy.	☐	☐
• The tone is respectful and free of bias.	☐	☐
• Wording is clear, and technical concepts and special terms are explained as appropriate.	☐	☐
• Conclusions flow logically from stated facts.	☐	☐
• Common words and expressions are used idiomatically.	☐	☐
• Pronouns have clear antecedents.	☐	☐
• Lists have parallel structure.	☐	☐
• Transitions are clear, graceful, and well placed.	☐	☐
• The writing contains strong images and active constructions.	☐	☐
• There is no ambiguity.	☐	☐
• There is no redundancy or repetition.	☐	☐
• Sentences vary in length and structure.	☐	☐
• There are neither too many nor too few paragraph breaks.	☐	☐
• Vertical lists or tables, rather than paragraphs, itemize information where appropriate.	☐	☐
• Examples and illustrations appear where needed.	☐	☐
• Any humor is appropriate and tasteful.	☐	☐