

Author’s Final Edit Checklist for section by section review

Action	Author
Reference call-outs: Check that reference information is provided for every reference called out in the section (See section on references on page 7 of the writing guidelines).	
Figure call-outs: No figure should be included if interpretations of its contents are not present in the text. Do the best you can to number the figures bearing in mind that if your section is in the middle of a chapter you may not know what number is the appropriate one to start your sequence of figure numbers from. Example(Figure 3-12) (Figure 4-22). All figures need to have descriptive titles and if appropriate, legends.	
Table call-outs: No table should be included if interpretations of its contents are not present in the text. Do the best you can to number the tables bearing in mind that if your section is in the middle of a chapter you may not know what number is the appropriate one to start your sequence of table numbers from. Example(Table 3-12) (Table 4-22). All tables need to have descriptive titles. Abbreviations used in the table contents should be in a note, not in the title.	
Abbreviations and Acronyms: These should be spelled out the first time they are used in a section. Check them against a master list if the Project Manager has provided one, and don’t set up so many abbreviations and acronyms that the reader gets overwhelmed.	
Spellcheck your text. Subsequent spellchecks may be performed by subsequent editing, but the author specially needs to check spelling of locations and specialized terms to be sure they are correct.	
Check grammar and punctuation.	

<p>Do a final read for substance. Do not include text, tables, data, or other material that is not pertinent to the assigned section.</p>	
<p>If you were assigned to write more than one section and the sections are not sequential within the document, submit them as separate electronic files.</p>	
<p>Submit the file to the Document Manager and the Administrative Record.</p>	

Section editing: Needs to be performed for each section. Two columns are provided in case it is done more than once for the same section. A reason it might have to be done more than once is if the section is returned to the author for revisions.

Section Number and Title

Primary Author

Secondary Authors

Task	Date and Initial	Date and Initial
Check section numbering with the outline. Sections should be numbered by chapter number followed by a period and sequential section numbers (example: 3.2.1)		
Within the section you are reviewing, check cross-references to other sections to be sure they are correct (content must make sense). If the overall outline is still in flux then this step will have to be repeated once it is final.		
Check Table numbering and title of each table		
Table Formatting: If tables are too wide for the page or the numbers in the columns don't line up, clean up the cell formatting. If abbreviations are used in the table they must be explained in a note under the table. Try to use the same abbreviations as are used on other tables and throughout the text. If the table continues onto a second page, code the header row(s) so they repeat at the top of each page. Use numbered notes in tables (not asterisk symbols).		
Standardize Table borders, cell boundaries, font types and sizes. Text within tables should be aerial font, no smaller than size 10.		
Tables containing data need a note under the table identifying the source of data. If the table is being reproduced from another document, the original document and table number needs to be given in the source note.		
Check that text call-outs to tables are present. No table should be included if interpretations of its contents are not present in the text.		

Task	Date and Initial	Date and Initial
Check Figure numbering and title of figure.		
Check map figures verifying that major land masses are labeled, water bodies are labeled using italic fonts, hatching and shading are distinctly chosen for maximum clarity, and that legends are on the figures and the various hatching and shading in the legends are in the figure. If the figure is being reproduced from another publication the original source should be credited below the figure in a note.		
Standardize figure borders, font types and sizes. Text within figures should be aerial font, no smaller than size 10.		
Check that call-outs to figures correspond with the right figure.		
Pick out keywords in the text that should be included in Index.		
Write out abbreviations and acronyms the first time they are used. Keep track of abbreviations and acronyms in a master list.		
Check spelling, punctuation and all other technical editing points.		
Standardize text font to Times New Roman size 11 for basic text and the legends for tables and figures, use size12 Times New Roman Bold for section headings.		
Standardize wording (common names of fishes, terminology for Regional Council (NPFMC), the various mandates (MSA), metric tons (mt).)		
Standardize margins. 1 inch margin top, bottom, left, and right side. (Make some exceptions for tables that otherwise just won't fit on a page, but that almost fit and will still be readable when the pages are bound.)		
Confirm content editing has been completed.		

Task	Date and Initial	Date and Initial
<p>Assemble all the electronic files that together will form the complete analysis – they should match up to the working table of contents established by the Project Leader. I recommend using a document naming scheme of chapters and sections so that the files sorts themselves in ascending order.</p>		
<p>Electronic Backups: Establish file backup system for safeguarding the files and suppling the evolving document to the Administrative Record</p>		
<p>Page numbering: For the Executive Summary and Table of Contents pages use Roman Numerals, then use numeric numbering for the chapters and appendices. If it is a long document, and time is of the essence, it may save time to number pages from page 1 within each chapter and appendix (1-1; 2-1, 3-1, ... A-1, A-2, A-3,...) because less time will be lost making adjustments to the subsequent pages and Table of Contents when errors and omissions are detected and corrected.</p>		
<p>Lists: Using software coding features to code (mark) section number and titles to the Table of Contents, table numbers and titles to the List of Tables, figure number and titles to the List of Figures, and keywords to the Index</p>		
<p>Page layout: Using software coding features to put in page footers. Program so footer has a short title of the document (identify DEIS if it is a draft), page number, and document date across the bottom of each page.</p> <p>Arrange page endings so the first page of a chapter will print on an odd page; put in blank pages to make it happen if text does not come out that way naturally.</p>		

Task	Date and Initial	Date and Initial
<p>References or Literature Cited: Check that the reference information is provided for all call-outs to references. Check the reference information for completeness (Last name, first and second initials, second and subsequent authors first and second initials and last name. Year. Title. Journal. Volume: page numbers. Include office and address information in place of journal name for government documents. If it is a chapter of a book, include the book and publisher information. Check and update references that say “In Press” as to whether they have been published put in the year of publication). Put the reference information in the reference database.</p>		
<p>Generate the reference list from all the lists associated with each section. Only list a reference once.</p>		
<p>Print the file on paper, check for widows or orphans, incomplete printing of tables or figures, section numbers should be at top of page if no text fits after them on the previous page. Put in coding for “block protect” (rather than hard page break) so that subsequent changes don’t undo the placement adjustments.</p>		
<p>Generate the TOC, List of Figures, List of Tables, Index. Check the generated list for standardization of font type and size, bold or highlights, line returns, and that notes and coding explanations are not coming along with titles. When errors are found correct the files so the lists generate correctly the next time. Verify page numbers in document correspond with page numbers given in TOC, List of Tables, List of Figures, Index.</p>		