EDITORIAL CHECKLIST

Style:

GPO_____   Document_____

Chicago_____   Editor_____
Other_____   Date_____
                      Project Director_____

GENERAL INSTRUCTIONS

Write neatly using a red pen or pencil.
Use *standard* editing marks.
Place changes and additions above the lines or in the margins.
Make a glossary of all words that should be treated consistently.
Number all pages sequentially adding a, b, c, etc. to inserts.
Review and correct spelling, grammar, and punctuation.
Correct inconsistencies.
Note awkward and confusing sections.
Note major organizational problems.

ADDITIONAL COPYEDITING TASKS

_____ Make a Table of Contents for text and exhibits.
_____ Verify text headers and exhibit titles with Table of Contents.
_____ Format document.
_____ Correct footnote numbers.
_____ Correct page numbers.
_____ Mark headers.
_____ Add typist/typesetter instructions.
_____ Mark end-of-line hyphens for deletion or retention.
_____ Make all tables consistent.
_____ Check consistency of text; rewrite when necessary.
_____ Check pronouns; make sure all have clear antecedents; replace with nouns or rewrite.
_____ Correct text for active voice whenever appropriate.
_____ Eliminate offensive language.
_____ Spell out acronyms and abbreviations at first mention.
_____ All referenced exhibits and footnotes follow the text reference.
_____ Check cross references for accuracy and consistency.
_____ Put bibliography and footnotes in consistent format.

EDITING, REWRITING, AND RELATED TASKS

_____ Check math, numbers, problem, answers to questions.
_____ Check descriptions in exhibits against text information.
_____ Review entire document and delete unnecessary sentences and paragraphs.
_____ Add or delete heads and subheads as appropriate.
_____ Check organization and reorganize if necessary.
_____ Rewrite awkward and confusing sections.
_____ Review logic; strengthen weak points.
_____ Write transitions.
_____ Check accuracy of content.

PROOFREADING CHECKLIST

GENERAL INSTRUCTIONS

Mark all typos.
Question missing pages, blanks in text, errors to alphabetical or number sequence.
Indicate first mention of exhibits, footnotes, and appendices.
Correct misspellings.
Compare table of contents with text, mark differences.
Check capitalization, misalignment, spacing, notation, punctuation. Question inconsistencies.
Check for problems in running headers, placement of exhibits following references, spacing, etc.

Ignore: I   Mark for correction: M   Question: Q

_____   Page widows
              Paragraph widows:
_____   Any divided word
_____   Word or syllable less than _____ characters
_____   Word division errors
              Grammatical errors
_____   Obvious only
_____   Moderate faults
_____   All
              Punctuation errors
_____   Obvious only
_____   Moderate faults
_____   All
              Editing inconsistencies (capitalization, spelling, abbreviation, etc.)
_____   Obvious only
_____   Moderate faults
_____   All
              Editorial problem (makes no sense, obvious omissions, etc.)
_____   Obvious only
_____   Moderate faults
_____   All
              Mechanical faults (misaligned characters or headers, etc.)
_____   Obvious only
_____   Moderate faults
              Spacing errors (line spacing, indention, justification, etc.)
_____   Obvious only
_____   Moderate faults

Document_____Style_____PD_____Proofreader_____
Special instructions:

READ-BEHIND CHECKLIST

_____ Review editing checklist and instructions.

_____ Review editor's style sheet.

_____ Spot-check items to see if editor followed instructions.

_____ Check levels of headers; check headers against the Table of Contents.

_____ Check the editing for readability.

_____ Check style decisions against manual.

_____ Check first references for all exhibits, tables, and footnotes.

_____ Check footnote sequence.

_____ Compare all exhibits to text descriptions.

_____ Check tables for consistency of style.

_____ Check footnotes for consistency of style.

_____ Check lists for punctuation and style consistency.

_____ Resolve editor's questions when possible.

_____ Check format for consistency.

_____ Check math.