Technical Editor's Checklist
Rocky Mountain Research Station

General:

- ☐ Peer, biometrics, and potential-audience reviews are adequate.
- ☐ Author is consulted regarding audience and goals of the document.
- ☐ Text is free of unanswered questions.
- ☐ Results and conclusions follow from hypotheses/methods; assertions not supported by data are followed by literature citations.
- ☐ Throughout the manuscript, the level of detail is consistent, length of sections is balanced, and headings and other organizational elements are consistent and marked appropriately to show ascendency.
- ☐ Superfluous material is eliminated or put into an appendix.
- ☐ Language flows logically and is clear, understandable, and appropriate for the audience.
- ☐ Text is free of sexist language and errors in grammar and syntax.
- ☐ Sentence lengths average 30 words or less; when practical, active voice replaces passive.
- ☐ Style points are conformed to the *Government Printing Office Style Manual* (2000).
- ☐ Scientific names follow common names of species; the use or nonuse of authorities is consistent throughout.
- ☐ English and metric units are correct and consistent (familiar to the intended audience).
- ☐ Mathematical calculations are free of errors. All terms in math equations are adequately defined.

Title, Author Affiliation, Abstract, Other:

- ☐ The manuscript's title is appropriate in length and wording.
- ☐ The manuscript includes title, affiliation, and duty location (city and State) of all authors.
- ☐ The abstract is concise (about 200 words); it adequately reports results and contains five to seven keywords.
- ☐ Copyright and trademarks are included, where appropriate.
- ☐ Copyright releases are obtained.
- ☐ All necessary information is included in the acknowledgements section for grant, cost-share, and agreements.
- ☐ A note goes to the file identifying items such a page numbers that will need to be changed during layout.
- ☐ Manuscript is tracked and multi-step publishing schedules are discussed with the author.

References:

- ☐ Author names and dates in text agree with Literature Cited section.
- ☐ All citations in text are listed in Literature Cited and all citations have text references; when alphas are used to indicate same author(s)/year, the order of citations and text references is correct.
- ☐ All Web references are "live."
- ☐ All required information is included for personal communications and unpublished references.

Tables, Figures, and Photos:

- ☐ Information in text agrees with tables and figures.
- ☐ Figures and tables are accurate, uncluttered, and clearly needed to support hypotheses and conclusions; each tells a logical and understandable "story."
- ☐ Tables and figures are sequentially referenced and independent of text.
- ☐ Table titles and figure captions accurately reflect the content of the tables and figures.
- ☐ Abbreviations in tables and figures are written out in titles or footnotes.
- ☐ Tables have logical row and column orientations and understandable labels.
- ☐ Every photo has a caption and a photo credit.
- ☐ Each photo is evaluated for acceptable composition, exposure, focus, relevance, and resolution.

- ☐ **Editor acts as the liaison with the author throughout the publishing process to efficiently facilitate communication. Editor consults with production staff regarding the suitability of format and files and joins the author with the production staff as necessary.**