

# COPYEDITING CHECKLIST

## ► CHECK FOR PROPER GRAMMAR AND SYNTAX.

<input type="checkbox"/>	Does active voice prevail over passive voice?
<input type="checkbox"/>	Are adjectives pertinent, and correctly ordered and punctuated?
<input type="checkbox"/>	Are there any dangling or misplaced modifiers?
<input type="checkbox"/>	Are there any noun/verb disagreements?
<input type="checkbox"/>	Are there any incomplete sentences or independent clauses, or comma splices?

## ► CHECK FOR VERBOSITY.

<input type="checkbox"/>	Does the text contain empty phrases such as “be that as it may,” or “at the end of the day”?
<input type="checkbox"/>	Are there unnecessary filler words such as actually and currently?
<input type="checkbox"/>	Is there superfluous hedging phrasing such as “I think that” or “I would say that”?

## ► CHECK FOR MISSPELLINGS.

<input type="checkbox"/>	Is spelling correct and consistent?
<input type="checkbox"/>	Are closed, open, and hyphenated compound words correctly formatted?
<input type="checkbox"/>	Is the correct distinction made between its and it’s?
<input type="checkbox"/>	In quotations from text written in British English, are original spellings correctly retained?

► CHECK FOR CORRECT USAGE.

<input type="checkbox"/>	Does the text correctly make a distinction between such oft-confused words as discreet and discrete or fazed and phased?
<input type="checkbox"/>	Are terms like <i>comprise</i> (which is not a synonym for <i>consists</i> ) and <i>nonplussed</i> (which means “perplexed”) used incorrectly?
<input type="checkbox"/>	Are idiomatic phrases correctly rendered?
<input type="checkbox"/>	Are similar but noninterchangeable words like less and fewer confused?
<input type="checkbox"/>	Are there nonstandard words like irregardless?

► CHECK FOR NONINCLUSIVE AND ABLEIST LANGUAGE.

<input type="checkbox"/>	Does the content avoid gender-specific references?
<input type="checkbox"/>	Are descriptions in references to disability respectful?

► CHECK FOR LENGTHS OF TEXT BLOCKS.

<input type="checkbox"/>	Are some paragraphs especially short or long?
<input type="checkbox"/>	Have sections of text been accidentally run together or divided?

► CHECK QUOTATIONS AND EXTRACTS.

<input type="checkbox"/>	Are spoken or written quotations properly and clearly attributed?
<input type="checkbox"/>	Are quotations and extracts correctly punctuated?
<input type="checkbox"/>	Are quotations of more than one hundred words or so (or two or more paragraphs, or representing a letter or other written correspondence) formatted as extracts?

► CHECK NAMES AND TERMS.

<input type="checkbox"/>	Are names and terms spelled and capitalized correctly?
<input type="checkbox"/>	Is other treatment (italicization, for example, or boldface) correct?
<input type="checkbox"/>	Are job titles capitalized only immediately preceding the title holder's name?
<input type="checkbox"/>	Are foreign terms italicized only on first reference, or throughout, depending on preference?
<input type="checkbox"/>	Are proper nouns such as surnames spelled consistently throughout the document?

► CHECK LANGUAGE STANDARDS.

<input type="checkbox"/>	Are contractions, slang, and jargon allowed?
<input type="checkbox"/>	Is their use consistent?

► CHECK NUMBERS.

<input type="checkbox"/>	Are numbers to be rendered in numeral form, or spelled out?
<input type="checkbox"/>	Are treatment differences logical and consistent?
<input type="checkbox"/>	Is the dividing line of the distinction between numbers ten and up, or is it one hundred and up, is the distinction consistent, and what are the exceptions?

► CHECK FOR PROPER PUNCTUATION.

<input type="checkbox"/>	Is the serial comma always used?
<input type="checkbox"/>	Are semicolons and colons used correctly?
<input type="checkbox"/>	Is punctuation correctly positioned with respect to quotation marks?
<input type="checkbox"/>	Are hyphens and dashes, and dashes and ellipses, correctly employed and distinguished (and do ellipses consist of correctly spaced periods, rather than a single ellipsis character)?

► CHECK QUOTATION MARKS AND APOSTROPHES.

<input type="checkbox"/>	Do such marks appear where they belong?
<input type="checkbox"/>	Is there always a matching pair of open or close quotation marks?
<input type="checkbox"/>	Are they correctly formatted?
<input type="checkbox"/>	Are apostrophes employed for elision properly aligned?
<input type="checkbox"/>	Are scare quotes used sparingly and correctly?

► CHECK SUPERScript AND SUBScript.

<input type="checkbox"/>	Are numbers, letters, and other symbols correctly positioned above or below the text's baseline as appropriate?
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► CHECK ABBREVIATIONS AND SYMBOLS.

<input type="checkbox"/>	Are acronyms and initialisms allowed on first reference, or should a name or term be spelled out the first time? Are there exceptions?
<input type="checkbox"/>	Are e.g. and i.e. used and punctuated correctly? Is spelling "for example" and "that is" preferred?
<input type="checkbox"/>	Are symbols such as + or % or & permitted, and in which contexts?

► CHECK HEADINGS AND SUBHEADS.

<input type="checkbox"/>	Is there a clear hierarchy of different levels of headings used to organize sections of running text?
<input type="checkbox"/>	Do headings and subheadings correctly and consistently have correct formatting—typeface, font, font weight, color, and point size?
<input type="checkbox"/>	Are headings and subheadings brief, and pertinent to the running text that follows?
<input type="checkbox"/>	Are single subheads avoided?

► CHECK MISCELLANEOUS DISPLAY TYPE.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Are captions, image credits, footnotes (and their indicator numbers or symbols), and other assorted content that is not running text formatted correctly and consistently? |
|--------------------------|--|

► CHECK GRAPHIC ELEMENTS.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Are headings, labels, and other text elements for graphs, charts, tables, maps, and illustrations formatted correctly and consistently? |
| <input type="checkbox"/> | Does visual quantitative information correspond with cross-references elsewhere in the graphics or in the running text?                 |

► CHECK THE TABLE OF CONTENTS AGAINST THE CONTENTS.

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|--------------------------|--|
| <input type="checkbox"/> | If there is a table of contents or some other form of outline, do listed chapter titles conform with the titles throughout the document? |
|--------------------------|--|

► CHECK CROSS-REFERENCES.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Are references to content in other parts of the document correct?                                     |
| <input type="checkbox"/> | If there is a glossary, does every entry correspond with an instance of the term in the running text? |

► CHECK LINKS.

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|--------------------------|--|
| <input type="checkbox"/> | Copy and paste URLs or type them into a browser to verify them.  |
| <input type="checkbox"/> | If the copyedited document will be posted online as is, check that all hyperlinks are active and that they direct the reader to the correct destination. |

► CHECK FACTS.

<input type="checkbox"/>	Are names of people and entities spelled correctly?
<input type="checkbox"/>	Are monetary figures and other statistics accurate?
<input type="checkbox"/>	Are correct geographical or chronological distinctions made (Britain versus England, for example, or Thailand versus Siam)?

► CHECK SPELLING.

<input type="checkbox"/>	Use the document's spell-checking feature, but don't depend on it—treat it as a backup. Such tools may not conform to the publisher's preferences, or may in rare cases be outright incorrect. When in doubt, look it up.
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