
Editor's Checklist

The document checklist contains those items which are usually reviewed by the editor. If no editor is available, add this list to the writer's checklist.

- Acronyms — Check that uncommon acronyms are written out in full the first time they appear in the document and the first time within each chapter, as needed, and appear consistent throughout.
- Bulleted Lists — Check for correct indentation and consistent bullet size both within and between lists. Keep in mind that if the text is converted to HTML, the formatting will be mapped to match that of the preset or default HTML style.
- File Names, Path Names, Operator Entries — Check for consistent use of fonts and that standards are applied correctly.
- Headers and Footers — Make sure document name, chapter names, and heading text in headers and footers are correct.
- Headings — Check for proper and consistent capitalization. Also check for consistent phrasing of headings.
- Index — Check accuracy of all references by verifying the applicable links within the manual.
- Key Names — Check for consistent use of font and abbreviations.
- Measurements — Make sure units of measurement are used consistently and spelled out in the document.
- Numbered Lists — Check for correct numbering sequence; look for repeated, missing, or out of order numbers.
- Page Numbers — Make sure pages are in the correct order and the page numbers are all preceded by the chapter number and bullet.
- References — Check for consistency of font and phrasing when referring to other publications and other parts of the document. Check that reference to local pages, figures, and tables, and other chapter files are correct.
- Spelling — Run your electronic spell checker AND check manually since neither method is accurate enough by itself.
- Symbols — Make sure symbols, such as bullets, are used consistently.
- Table of Contents — Make sure headings reference the correct page number in the document. Review table of contents to ensure heading level placements are accurate and that there are at least two of each level within a chapter.
- Word Choice — Make sure working of instructions is consistent and uses active voice.