



## **Editor's Checklist**

- ✓ Check over all page and reference numbers to make sure they are right.
- ✓ Double-check all other numbers.
- ✓ Mistakes tend to be clustered, so if you find one, be on the lookout for others around it.
- ✓ Check for consistency in font, spacing, and word choice.
- ✓ Make sure the information is in the right sequence.
- ✓ Notice paragraph lengths; not when they're too long.
- ✓ If you refer to a page or section, be sure the reference is accurate.
- ✓ Check spelling.
- ✓ Check grammar.
- ✓ Check punctuation.
- ✓ Make sure dates are correct and check for any that may be refer to a date before distribution.
- ✓ Check names and addresses.
- ✓ Make sure to give examples when needed.
- ✓ Double-check facts with at least two sources.

### ***Questions to ask yourself***

1. Is my writing simple and direct?
2. Does the piece look easy to read?
3. Are the headlines descriptive and strong?
4. Is my writing interesting?
5. Is the important information at the beginning?
6. Is the tone of the piece positive and professional?
7. Is the information accurate?
8. Does the piece motivate my reader?
9. Is the piece as short as it can be?
10. Does the piece say what is intended?
11. Is the piece clear and understandable?
12. Is there any redundancy?