

## WORDFIRM INC.

### Copyediting Checklist

- Correct errors of punctuation, spelling, usage, grammar, and syntax.
- Correct improper use and inconsistencies in such things as capitalization, compounding, number style, abbreviations, and use of italics or underscores. Follow style manual and/or style sheet.
- Put citations, notes, and bibliography into a consistent format. Check that material in the text is appropriately cited, that citations match reference lists, and that references are complete.
- Check pronouns; make sure all have clear antecedents; if not, replace with nouns or rewrite.
- Check parallelism throughout text; rewrite when necessary to make elements in a series parallel.
- Reformat lists in bulleted or numbered form as appropriate. Check for proper sequencing, such as alphabetical order.
- Explain unfamiliar acronyms and abbreviations at first mention; ensure consistent use of acronyms and abbreviations thereafter.
- Eliminate sexist or other biased language. Remove first person if inappropriate.
- Make sure all referenced matter (tables, charts, footnotes, etc.) follows its first callout. Use Word's highlight feature to mark first callouts.
- Put all tables into consistent, proper form; ensure parallelism within tables.
- Check cross references for accuracy and consistency.
- Check heads for appropriate level, clarity, and parallelism.
- Check heads in text against table of contents; check figure and table captions against figure and table lists; make consistent or query.
- Rephrase sentences to resolve *seriously* unclear or awkward prose. Look for redundancy, wordiness, triteness, jargon, and excessive noun strings, prepositional phrases, and passive construction.
- Query the author on organizational problems, unclear sections, or possibly inaccurate information.