Copy Editing Checklist

❒ Writing reflects the established rules and principles of usage, grammar, spelling, and punctuation.

❒ Pronouns are properly used.

❒ Present tense is used unless there's a clear reason not to.

❒ Spelling is correct, consistent, and adheres to style guidelines (for example, Canadian, U.S. or U.K. spelling).

❒ Terminology and usage is correct and consistent.

❒ Numbers, measurements, abbreviations, acronyms, and captions are consistent and adhere to style guidelines.

❒ Names of people and places, titles, quotations, link urls, statistics, and other facts have been checked for accuracy.

❒ Content is complete. This includes captions, links, phone numbers, addresses, statistics, images, etc.

❒ All necessary copyright acknowledgements and permissions are in place.

❒ Headings are effective and adhere to style guidelines and other requirements.

❒ All content and visual elements meet content requirements.

❒ All required metatags and descriptions are complete, effective, and meet requirements.

❒ SEO keyword phrases have been adequately incorporated into text without impeding clarity or voice.

❒ Links have been adequately incorporated according to best practices and style guidelines.