

Project Overview Checklist _

ITEM	V1	V2	V3	V4	V5
Substantive Editing					
Structural review					
Assess conceptual integrity					
Check whether document fulfils intended purpose					
Restructure or rewrite passages where necessary					
Format and Appearance					
Ensure language and form are appropriate for audience					
Check logical flow and weighting of discussion					
Check that information is presented clearly and concisely					
Clarity of presentation					
Ensure that presentation is effective					
Ensure Title and headings reflect content					
Explanations of terms and abbreviations included					
Referencing included (if appropriate)					
Appropriateness, placement and clarity of tables and figures					
Check that tables and figures are consistent with references in the text					
Copy editing					
Appropriate use of language					
Correct errors in grammar, syntax, spelling, punctuation					
Ensure clarity of expression					
Language consistency					
Check consistency of language, structural parallelism, terminology, spelling, capitalisation, hyphenation, abbreviations, expression of numbers and quantitative data and references.					
Develop style sheet to ensure such consistency					
Visual consistency					
Establish consistent and appropriate format in terms of typography, heading hierarchy, page layout, figures, tables and captions					
Develop style sheet to ensure such consistency					
References					
Ensure accuracy of cross references, conformity and completeness of bibliography and adherence to copyright requirements					
Verification of copy					
Check against previous copy for discrepancies and ensure that all amendments have been accurately inserted					
Integrity check					
Check that the document is complete and the contents list is accurate					
Proofing					
Correct any spelling, typographic and punctuation errors and check that cross-referencing is accurate					
Conformity with house style					
Ensure document reflects all style and format requirements					
Format					
Ensure page layout is correct (including alignment, spacing and bolding) and line breaks are appropriate					
Printing Instructions					
Note any necessary directions for typesetter and printer					