# Editorial Checklist

☐ Does your document maintain a professional tone and style?

☐ Does your entire document support your main point?  Consider deleting any extraneous information that does not support your main point.

☐ Are your ideas organized in a coherent way?

☐ Review your salutation and introduction.  Do you make a connection with your reader(s)?

☐ Review the following sections of your document.  Do you reinforce your point using key words and concepts?
   o Document title
   o File name or subject line
   o Headings and subheadings
   o Topic sentences

☐ Do your sentences contain concrete characters and compelling actions that support the story you are telling?

☐ Underline any unusual terms and acronyms.  Make sure you manage the flow of information by defining any terms that might be new to your audience.

☐ Have you overstated or misstated any of your arguments?  If so, revise them.

☐ If you are using words or concepts that are not your own, cite your sources.

☐ Check for the following formats, and make sure they are used consistently throughout your document:

   o Font size
   o Font type (bold, italics, underline)
   o Line spacing