

# EDIT-RITE.com

## Document-editing Check List

### FORMATING

- Appendix formatting
- Lists of tables, figures
- Table of contents
- Body formatting
- Suitable fonts
- Proper headers and footers
- Figure and table captions
- Front matter set-up
- Numeration
- Formatting block quotes
- Formatting headings

### WRITING/GRAMMAR

- Capitalization
- Comma use
- Consistency of style
- Contractions
- Effect vs. affect
- First-person usage
- Identifying overly-subjective tone
- Over-quotation
- Parallelism
- Passive voice
- Punctuation

- Redundancy
- Removing relative time reference
- Scholarly precision and tone
- Series commas
- Subject-verb agreement
- U.S./U.K. spellings

### REFERENCES/CITATIONS

- Identify missing references
- One-by-one verification of references and footnote style in accordance with prescribed style
- For APA references, we check general formatting including italics usage, punctuation, capitalization, and page numbering.
- Validate DOI/URL source information
- In MLA check italics, punctuation usage, verify publisher formatting.
- In Chicago footnotes and references, check font size, style, italics, parentheses.
- In Harvard check punctuation, italics, capitalization and ampersand usage.
- In Turabian footnotes and references check capitalization, punctuation, font size, inter-footnote and reference spacing, publisher location, italics, parentheses usage.
- For in-text citations, check alphabetical ordering of references, capitalization, punctuation, page numbering for quotations.