SELECTED WORK

Editing Quality Checklist

A practical final-review resource

RESOURCE TYPE	A final-review checklist for research reports, proposals and professional documents.

Structure and argument

- The title reflects the actual subject and scope.
- The opening establishes purpose without unnecessary background.
- Each section performs a distinct function.
- Paragraphs begin with a clear controlling idea.
- Evidence is interpreted, not merely inserted.
- The conclusion answers the stated purpose and does not introduce new evidence.

Evidence and referencing

- Every factual claim that requires support has a reliable source.
- In-text citations and reference-list entries match.
- Direct quotations are limited, accurate and clearly marked.
- Tables and figures identify their source where necessary.
- The chosen referencing style is consistent.

Language and presentation

- Sentences are concise enough to understand on first reading.
- Terms, spelling style, headings and abbreviations are consistent.
- Tables are readable and discussed in the surrounding text.
- Page numbers, captions and heading levels are correct.
- The final filename is clear and professional.

Final quality-control table

Check	Question	Status
Purpose	Can a reader state the document's purpose after the first page?	Pass / revise
Alignment	Do headings and sections match the stated task?	Pass / revise
Evidence	Are important claims supported and interpreted?	Pass / revise
Accuracy	Do totals, dates, names and cross-references agree?	Pass / revise
Privacy	Have unnecessary personal or confidential details been removed?	Pass / revise
Submission	Does the file meet format and naming requirements?	Pass / revise

A useful editing sequence

Pass	Focus
1	Purpose, structure and missing content
2	Evidence, logic and internal consistency
3	Paragraph flow, sentence clarity and tone
4	References, tables, figures and formatting
5	Spelling, punctuation and final-file checks

EDITORIAL PRINCIPLE

Editing should improve clarity and accuracy while preserving the author's meaning and responsibility for the final document.