

# Editorial Style Checklist

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

## Checklists

- **Content:**
  - Is the main idea clearly presented?
  - Are the supporting details relevant?
  - Have all necessary facts been verified?
- **Structure:**
  - Is there a logical flow to the article?
  - Are headings and subheadings appropriate?
  - Is the conclusion effective and concise?
- **Style:**
  - Is the tone suitable for the target audience?
  - Is the vocabulary appropriate and varied?
  - Are there any cliches or jargon that should be avoided?
- **Grammar & Mechanics:**
  - Is punctuation used correctly?
  - Are there any spelling errors?
  - Is the writing free of grammatical errors?
- **Format:**
  - Does the document adhere to the specified format?
  - Are fonts and sizes consistent throughout?
  - Is the layout visually appealing?

Overall Comments: \_\_\_\_\_

Final Assessment: \_\_\_\_\_