Editing Checklists

The following checklists have been created from information shared by a helpful group of writers and editors from around the world working at private companies, universities, and their own businesses as well as information from my own background of technical writing. Some sections are taken directly from a source, others are a mixture of the best from various sources. My thanks to everyone that helped, and a list of contributors is included at the end of this file with suggested references.

While sorting and compiling the information, I tried to group information into four basic categories:

- a substantive edit for content
- a production edit for format topics before final production
- an index edit
- an online edit for online documents and compiled help.

In addition, several people included a list of items that your company should consider and decide on in advance. I have added a separate section for Documentation Standards Considerations. These are questions specific to your company's policies that should be included in your documentation standards guidelines, such as using formal vs. informal tone, punctuation inside or outside quote marks, and document conventions such as using bold initial caps when referring to another book in your library, italics for a chapter title, and bold small caps for key sequences like "Crtl + F4". Making these decisions early and communicating them to all people in your company who are writing documents will help standardize the process, give you editing guidelines to follow, and hopefully reduce the editing effort by making everyone aware of what they should be doing.

Throughout the editing checklists, be sure to customize the items to meet your corporation's or organization's specific policies, such as indicating the heading sizes and fonts. Use the information listed here as a starting point. Items that I know need to be customized are marked with angle brackets < >. If you come up with additional items that you would like to share, send them to me at my corporate email address. I will post a note to the list every few months if I have additions and updates to share with everyone. I am hoping to create my own Web site in August and have this document and my documentation standards manual outline on that site.

Internationalization

NOTE: Writing for future internationalization or localization (both in documentation and help and the on-screen labels and entry field length) takes special preparation.

STC has

Two companies that I know of have created booklets that will give you information to start with:

- Lingo Systems (in conjunction with IEEE) created "The Guide to Translation and Localization" ISBN 0-7695-0022-6. Order from IEEE Computer Society Press (cs.books@computer.org).
- Star-USA, LLC created "The STAR-USA Guide to Globalization" www.star-usa.net (info@star-usa.net)

Hope this information is helpful,

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Substantive Edit

The substantive edit focuses in detail on the content and organization of a document. A substantive edit is most effective when the document is at least 75% complete; that is, when all topics are substantially developed. A substantive edit provides the most robust and thorough feedback of all types of edits; therefore, it requires the most effort.

- The document addresses any developmental edit comments.
- Information is complete and reflects an appropriate level of detail for the audience.
- Section overviews define terms and concepts and provide a high-level summary of the chapters and tasks within the section.
- Chapter overviews provide a high-level summary of the tasks within a chapter.
- Task summaries identify the business purpose for the task, where the task takes place in the overall process, and the consequences of performing the task.
- New material is integrated appropriately with existing material.

Organization

- Information is chunked logically.
- Headings in the table of contents reflect appropriate hierarchy.
- <High-level components provide a map to their sub-components.>
- The order of standard chapter elements and topic headings is correct.
- <Information maps match the correct components.>

Usability and Comprehensibility

- The order of tasks is logical.
- New concepts and terms are fully explained in context.
- Information is easy to read and assimilate.
- The document does not contain unnecessary jargon.
- Titles and headings clearly identify content.
- Similar topics are presented in a similar manner.
- Graphics enhance and clarify textual information.

Writing Style

- Both the tone and level of information are appropriate for the audience.
- Terminology is consistent; new terms are defined when they are introduced, each term has one meaning, and the same term is used throughout the document. <All terms should be defined in the glossary.>
- Paragraphs are complete, organized units of information. Transitions between paragraphs are smooth.
- Voice is active.
- Sentences are well structured and clear.
- Lists are parallel.
- Introductory sentences and punctuation should be correct for the type of numbered, alphabetical, on bulleted list as described in the <published style guidelines>.
- Writing style is economical and concise and does not contain throw-away words and phrases.
- Word choices and phrases are appropriate for international audiences.
- Acronyms and abbreviations are spelled out the first time that they are used in a section. <Appropriate letters in spelled-out acronyms should be in caps. All acronyms and abbreviations should be defined in the glossary.>

Standards

- The document contains all required elements, as described in the <published style guidelines>.
- The document reflects adherence to <published style guidelines>:
  - Standard content
  - Grammar and punctuation
  - Spelling
  - Approved terminology
  - Approved verbs
- Field names are accurate, match the <forms/screens/application/pages>, <and match the data dictionary entries>.
- Document elements are used for their intended purpose as described in the <published style guidelines>.

Production Edit

The production edit (or "page turn") focuses on consistency in presentation and style, punctuation, pagination, completeness, and conformity to published style guidelines.

A production edit is the look at the document before it is published, after all writing and editing activities are complete. The editor must see the document as a whole, completed work. The editor does not read the document word-for-word (which is a copy edit), but instead focuses on page layout, pagination, graphical, and other gross errors.

Organization

- Copyright page is included and is accurate. All appropriate trademark symbols are attached to the respective company or application names. All external applications/products named in the document are credited appropriately.
- Table of Contents exists and is accurate (headings in the table of contents reflect headings in guide).
- Index exists and is accurate (has been regenerated for the release).
- The order of standard chapter elements and topic headings is correct.

Standards

- The title page reflects the correct information:
  - Product name correct and in <all caps/initial caps>.
  - Release date
  - Release/project number
  - File name, if applicable
  - Is title centered with no orphaned words?
- Headers reflect the correct information
  - Book, section, and chapter titles
  - Headings should be according to <published style guide>, such as using the same form of verb, and have the specific format for font and point size.
  - Must have at least two sub-headings under a heading.
- Footers reflect the correct information:
  - Release date
  - Release number
  - Page numbers
  - Document status: Draft, Confidential, Proprietary, etc.
- Pagination:
  - For duplex documents, chapters and sections begin on odd-numbered pages.
  - For duplex documents, mirror margins.
  - For documents to be place in binders, appropriate margins for 3-hole punch.
  - Page breaks are appropriate and the document is free of widows and orphans. <NOTE: In Word documents: When possible, use Keep With Next Paragraph format to keep headings with the following paragraphs or lists. Turn it off to break pages automatically before headings or paragraphs you need to keep together. Using this automatic formatting reduces the need to check for and change manual page breaks. To aid in turning this on and off, you can add the Keep With Next Paragraph formatting button to your tool bar. If you don't know how, contact KFrost@austin.rr.com.>
  - Blank pages are handled appropriately <(left blank, headers and footers only, notation that the page is intentionally left blank).>
- Footnotes
  - Footnote numbers are superscript.
  - Footnote numbers not boldface and are <10-point lightface type.

- Footnote numbers are "bumped" (no space between the footnote number and the word or number being footnoted) against the text or number.
- <In the body, text is separated from footnotes with a 2-inch line>.
- <The 2-inch line is omitted from footnotes in a table, figure, and appendices.>
- Footnote text is <10-point lightface type>.
- Unless footnotes are short, leave a blank line between footnotes.
- Screen captures are in correct place, contain demo data, are the most current, and are readable.
- Field names are accurate, match <form/screen/application/page>, and are formatted correctly.
- Dates on screen captures and reports are <2005> or later.
- Graphics are high quality; lines, arrows, and text align properly, all text is readable. Graphics of <screens/forms/pages> are correct for the final software version.
- Tables are formatted complete, no blank cells, point size and fonts are correct for headers and body, math adds up.
- Check all manually created page references. Update all auto-generated page references.

Formatting

- Numbered steps begin with "1" and reflect correct sequence. NOTE: Interspersed bullets or paragraphs can cause sequential numbering to start over.
- Verify alphabetical order in alphabetical lists.
- Update auto-generated table of contents and indexes. If manually created, verify TOC and spot check index (see Index Editing section for additional information).
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- Verify the document is complete, with no unfinished sections, no "to be determined" sections, no "notes to developers" or review comments, no missing graphics or forms. If a template was used, verify all blank paragraphs or sample text from the template have been removed.
- Run a spelling and grammar check. If new terms have been used, be sure the terms are included in the glossary and verify other team members are informed of the spelling of new or unusual names.
- Delete extra blank lines, especially at the end of a section.
- After updating all fields, check for any occurrences of "Error! Reference source not found!" by going to the Edit menu, selecting Find, and searching for that phrase.
- If the word "Draft" was used on the cover page, header or footer, or as a watermark for review versions, be sure it is removed in the final version.
- Print a final copy and verify all text, graphics, headers and footers printed as expected. In duplex documents, check start of new chapters and section, left and right headers and footers and sectional page numbering.
- Check alignment of margins and justification.
- Check headings and subheadings for consistency in appearance.
- Check headings for spelling and accuracy.
- Check spelling and consistency in appearance of anything emphasized (bold, italics, fancy font, size, etc.).
- Check lists for consistency (use of periods, use of initial caps, spacing between bullet/number and text, etc.).
- Scan text for spacing problems (extra spaces, spacing larger than an em-dash [width of M] in full-justified text).
- Check hyphenation:
  - for bad breaks.
  - for ladders (no more than three hyphens in a row).
  - avoid hyphenation in left-justified text.
- Check for widows and orphans:
  - for less than three lines standing alone (e.g., at the top or bottom of a page).
  - for less than two lines following a heading at the bottom of a page.
  - for less than five characters on a line (at end of paragraph); a minimum of eight characters is preferred.
  - for less than two bullets on a page.
  - for headings not kept with following text.

- Read text with focus on spelling, grammar, and consistency in style.
- Check accuracy of names, numbers, and addresses against a reliable directory.
- Check web addresses and e-mail addresses.
- Check any math (e.g., tables with percentages that amount to 100).
- Check opening and closing quotation marks and opening and closing parentheses.
- Check that brackets are used correctly (e.g., in normal text [like this] they are only used within parentheses).
- Check end marks on stories/copy (if applicable).
- Bulleted lists:
    - Minimum of one line of text on a page before the introduction of bullets. **Note:** Avoid starting bullets by themselves on the page after the introductory sentence.
    - A list must have a minimum of two bullets.
    - Lists must be one of the following.
        - Introduction (call out) to the bullets is a complete sentence, followed by a period. Bullets are complete sentences ending with periods.
        - Introduction (call out) to the bullets is a sentence fragment or a complete sentence, followed by a colon. Bullets may be single words, phrases, or sentence fragments. If each bullet completes a sentence started by the introduction, each ends in a period. If the bullets are all incomplete phrases, only the last bullet ends with a period.
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For Event Programs:
- Check for presence and accuracy of time, date, location, and title of event.

For Books and Booklets:
- Check folios (page numbers) and running heads.
- Check table of contents against text for accuracy in page numbers.
- Check page spreads for alignment.

Index Edit

Of the total time spent producing an index, editing your preliminary attempts for consistency frequently takes as much time as initially indexing the entries. Here are some tips on editing an index:

- Verify that you included all required items.
- Manual Indexes - Check for proper indentation of subentries.
- Manual Indexes - Verify the sort sequence.
- Check and correct for slight variations in wording.
- Check for consistency of singular or plural usage.
- Use prepositions consistently.
- Use *-ing* verbs or imperatives consistently.
- Check for meaningful transformations of primary entries:
  Cash flow tables
  Tables, cash flow
- Check each subentry to decide if it should also be a primary entry.
- Check to ensure that there are no more than four pages of references for any individual index entry.
- Check each occurrence of a topic to ensure that each has the same page references.
- Check the number of subentries under each transformation and verify that they are the same.
- Check each *See* and *See also* reference to ensure they are necessary.
- Check all text references for changes in wording that occurred during a revision.
- Check the total number of pages. (Average of one two-column page of entries for every 20 pages of text.)

Online Documents and Help

<This area needs additions.>

In addition to the substantive edit, there are special concerns for online edits. Documentation Standards should include a section on online documents and help with special reference to heading and text size, length of help topics, Internet terms and usage considerations.

- Length of information appropriate for online display, especially in online help.
- Information grouped and sub-divided appropriately for the content.
- Presentation is consistent throughout all pages.
- Scrollable and non-scrollable areas are according to <published style guidelines>.
- Reference to and use of buttons and icons is consistent.
- Internal and external links working and changing focus to the correct location or data.
- Links have return navigation capability.
- Document or help is appropriate for the platform, system, etc. of the intended audience.
- Fonts and styles are used according to <published style guidelines>.
- Check HTML code, if appropriate.
- Check CSS (cascading style sheet), if appropriate.

Suggestions for Standards Manuals

The following pages are not part of an editing checklist, but items from different sources that should be considered when setting up your company or organization's writing standards. Some items are simply questions and options that you will need to choose from. Other sections can be adjusted to match your group's writing style and moved into your standards document.

Once set, the suggestions here can then be used as the standard by which you judge a document during editing. Feel free to use the following information as suggestions or use your existing style guidelines.

Source 1

This is a list of style issues on which clients and copyeditors occasionally disagree. These are items that should be agreed upon before the document is written.

Usage:

- Use of "as" or "since" in the sense of "because" ok?
- Use of "prior to" or "previous to" to mean "before" ok?
- Use of "between" for more than two items ok?
- Use of "either" for more than two items ok?
- Use of "which" to refer to clauses ok?
- Use of "where" as a relative pronoun ok?
- Passive with reflexive instrumental, i.e., "was X-ed by using Y," ok?

Punctuation:

- Serial comma?
- Always use quotes for introducing terms (not italics)?
- Cap after colon only when beginning a group of relevant sentences?
- Commas and periods inside quotation marks (American style)?
- Use period for all table captions?

Spelling/hyphenation/capitalization:

- Follow dictionary (or style book), not author, for hyphenation?
- Follow dictionary (or style book), not author, for capitalization?
- Is your preferred plural formation for symbol X "Xs"?
- <Standardize spelling to American English?>

Sentence construction:

- "And" at beginning of sentence ok?
- Split infinitives ok?
- Change all nonrestrictive relative pronouns to "which", restrictive ones to "that"?
- Change sentences of the form "The thing was done by using [...]" to "The thing was done by the use of [...]" (or another form, depending on context)?
- Leave writer's phraseology alone as much as possible (i.e., do not recast wordy or hard-to-understand sentences if they are grammatically correct)?

Layout:

- Mark inconsistent vertical or horizontal spacing?
- Mark inconsistent fonts?
- Mark unindented paragraphs?

General:

- Treat abstract as separate from body for purposes of abbreviation definition and term introduction (define twice)?
- Treat figures as separate from body for purposes of abbreviation definition and term introduction (define twice)?
- If figures are not treated as separate from body, always place figure before term definition in text?
- Use of first person ok?
- Abbreviations/numerals
- Abbreviate all scientific units?
- Abbreviate "Figure", "Section", "Equation" to "Fig.", "Sect.", "Eq."?
- Spell out only numerals over one hundred (Chicago, nonscientific style)? If "no", please elaborate.
- Accept author's defined abbreviations or change to the field's standard ones (e.g., API Style Manual for physics text)?

Source 2

Keep the ABCs of proposal writing in mind: accuracy, brevity, and clarity. The following table presents common writing problems and suggestions.

Problem	Solutions
misuse of the corporate logo	Use the following corporate standards in using the company name: XXXXXX is shown in text as all upper case, XXXXXX. Use XXXXXX, not XXXXXX Equipment Corporation, in all but the most formal text. XXXXXX does use the apostrophe in the possessive form: XXXXXX's assets for 1999 were… XXXXXX does not take a hyphen when it is part of a compound modifier: XXXXXX certified products.
active voice present tense	Use the active voice. It is more positive, more dynamic, and stronger than the passive. For example, say "We have installed and tested a voice call and tracking system," rather than "A voice call and tracking system has been installed and tested." Use the first person plural. For example, "we" and "our" are more forthright and informal and help simplify sentences. Use the present tense to describe how a system or procedure currently works, regardless of the fact that the client may not use it until the future. Using the present tense reflects our confidence that we have already successfully performed on a similar effort—"here is how we handle problems like yours." Use the future tense to refer to a system not yet in operation—or to describe enhancements, to help highlight them positively, as a sign of progress and strength.
Numbers	Write out numbers from zero to nine(such as there will be six people on the team), *except* when used as: • units of measure (ex., 4km), • time (ex., 7 a.m.) • dates (4 January 1996) • page numbers (see page 2-7) • percentages (ex., 5 percent of the code…) • money (ex. A $5 surcharge…) • proportions (ex. 4 of 50) Write numbers greater than nine as numerals. Use the word percent in the body
Acronyms	Write our the words of acronyms the first time they are used any section. Follow the first usage with the acronym in parenthesis. Use the acronym consistently throughout the remainder of the section.
Period and spaces	Insert two spaces after a period at the end of the sentence.
Abbreviations	Avoid abbreviations.
Using a company as a collective noun	Incorrect (subject and pronoun disagree): *XXXXXX provides their clients with solutions that help their customers.* Correct (subject and pronoun agree) *XXXXXX provides its clients with solutions to help their customers.*

Problem	Solutions
Its	Do not add an apostrophe to its to make it possessive.
	Incorrect:
	XXXXXX serves it's (or its') clients with complete solutions.
	Correct:
	XXXXXX serves its clients with complete solutions.
Words to avoid	Avoid words ending in .ly," (such as "extremely," and "truly")
	Avoid the words "all", "every," and "each," because such words over commit or overstate.
	Avoid the use of .etc." or incomplete lists because these words imply additional unstated things.
Misplaced commas	Do not use a comma when two phrases are connected by and.
	Incorrect (misplaced comma):
	If the switch is Y, add 1 to the instruction set, and set the switch back to N
	Correct (correct punctuation)
	If the switch is Y, add one to the instruction set and set the switch setting back to N.
Subject and verb agreement	Avoid long complicated sentences with many phrases and clauses. Otherwise, you can mistake the work closet to the verb for the subject.
	Incorrect (subject and verb disagree):
	The extract of sample screens what will be incorporated in then new system to accomplish these functions are
	Correct (Subject and verb agree):
	The client's expectations, as a result of the new system are,
hyphenating numbers	Use a hyphen for digit and character.
	Example:
	4-digit key block
	2-character field
	Use a hyphen for numbers over 10 that are unit modifiers.
	Example:
	24-hour turnaround time
and/or	Avoid this whenever possible. It is a clumsy way of saying that either both circumstances are possible or that only one of two circumstances is possible. Rephrase to say …and..or.. or both.
that/which/who	That defines and restricts; which is explanatory and nonrestrictive (always set off in commas); who stands for people and can be restrictive or nonrestrictive.
	Example:
	A law that is not supported by the public cannot be enforced.
	The law, which was enacted in 1955, soon came under challenge to the courts.

Problem	Solutions
Latin abbreviations	Use the following English equivalents:
i.e.	that is
e.g.	for example
via	by way of
etc.	and so forth
	A series followed by either or so forth should not be introduced by such as. The phrases so forth and such as, used together, are redundant.
Wordy	Use the following shorter equivalents:
with regard to	About, concerning, or regarding
in order to	to
prior to	before
sufficient number of	enough

Standards on Punctuation and Emphasis

Comma

Use a comma to separate all elements in a series of three or more elements.

Example: The equipment includes monitors, keyboards, CPUs, and power cords.

Colon

Use a colon to introduce a word, a phrase, a clause, a list, or a complete sentence only if a complete sentence or the phrase *as follows* or *the following* precede it:

Example: Process the return by

1. Entering the return

2. Performing the shipment feedback

3. Printing the credit memo

Quotation Marks

Place the comma and period inside the end quotation mark.

Example: Refer to Section 4, "Attachments," in the NSIS Proposal Handbook.

For additional information, refer to Section 4, "Attachments."

Parentheses (Singular) and Parentheses (Plural)

Use parentheses sparingly in text to enclose information not vital to the meaning of the sentence.

- Do not enclose a number in parentheses when it has just been spelled out.
- Do not use (s) to indicate a plural, as in the event(s) that causes the stop to occur is captured. Instead, write out exactly what you mean: the event or events that caused the stop to occur are captured.

Periods in Vertical Lists

- Use periods to end all items in a vertical list if at least one item is a complete sentence.
- Do not use periods if the items are phrases.

Examples

Process the return by performing the following steps:

1. Enter the return.
2. Perform the shipment feedback.
3. Print the credit memo.

Process the return by

1. Entering the return
2. Performing the shipment feedback
3. Printing the credit memo

Note: Always put two character spaces after each period.

Capitalization

Use capital letters only for proper nouns and to begin sentences in text, figures, and tables. Do not use upper case capitalization except in acronyms and mnemonics. Words in all capital letters are harder to read than are words in capital and lowercase letters.

Emphasis

Do not use underlining for emphasis. Underling was used in typewriters to indicate italics. With today's word processors, use the italic font instead of underlining. Underlining causes visual clutter; it takes more time for readers to separate the words from the horizontal lines. Also, portions of the desenders on letters often become lost in underlining, making the letters harder to identify.

For emphasis, use bold or italics. Large amounts of text in italics are difficult to read. Use the various methods of emphasis sparingly. Emphasis is lost when too many items are emphasized. Do not, however, combine more than two methods (in addition to being in initial caps and indentation) for a single element. For example, in addition to being in initial caps and indented, an element may appear in bold and in italics, but not also in a box.

Justification

Use ragged right justification to ease readability for the user. Right-justified text is more difficult for the user to comprehend.

Word Usage

Use This Column	Do Not Use This Column
a.m.	am
Appendixes	Appendices
database	data base
ensure	insure
hard copy	hardcopy
input	inputs or inputted
online	on-line
p.m.	pm
pretest, preamble	pre-test, pre-amble
reengineering	re-engineering
re-create (do again)	re-engineering
rollout	roll-out
scalable	scaleable

semiannual	semi-annual
subgroup	sub-group
through	work month
touchscreen	touch screen
U.S. or United States	US
use	utilize
walkthrough	walk through
wide area network	Wide-Area-Network
work flow	workflow
workhours	manhours
workmonths	work month or man month

What to Edit For

Content

Check to see that the content is complete and clearly written. The basic guidelines are as follows:

- Use simple, declarative sentences.
- Avoid ambiguity. Use concrete terms, not abstractions.
- Use active, not passive verbs.
- Be sure clauses and phrases appear in the most logical place in the sentence.
- Shorter sentences are more readable. Restrict sentence length to approximately 22 words.
- Avoid culture-bound idioms and metaphors, such as *strike out* and *fielder's choice*.
- Avoid colloquialisms and slang, such as *jump ahead, easy as pie, home-free*, and a *dead duck*.
- Be gender sensitive. The sentence "Every writer has his own style" is grammatically correct but gender insensitive. "Every writer has their own style" is grammatically incorrect. The preferred solution is to cast the sentence in the plural wherever possible: "*All writers have their own style.*"
- Use consistent terminology. If the terminology is inconsistent in various sources, state the inconsistency, choose one term, and use it consistently.
- Use figures and examples whenever possible to clarify the ideas in the text.
- Follow the standards for format and style stated in this document.

Format

Review proposal for compliance to format and style standards.

Style, Grammar, Punctuation

The basic rules of grammar and punctuation apply to all proposals. If you have questions, seek answers in standard grammar books. The *Harbrace College Handbook*, any edition, is recommended as an easy-to-use reference book for grammar and punctuation.

Using consistent style usually means following a prescribed set of rules for capitalization of proper nouns, use of numbers, hyphenation of new words, use of the apostrophe, proper titles for people and organizations, common abbreviations and acronyms, how to emphasize words and special concepts such as processing conventions, and word usage. The recommended reference sources for style, grammar and punctuation are: *Words Into Type* and the *Chicago Manual of Style* (12th edition).

Grammar and Style List

The particular items to look for when editing are the ones that contribute most to clear, concise, readable proposals. You want to say clearly to the reader what the Author means.

Grammar

Grammar problems that should be corrected are the types of errors that make writing unclear and ambiguous. The following is a list of the major problems:

- Noun Phrase consistency. Nouns and articles agree in number.
- Plural nouns versus singular nouns; A versus An with a noun.
- Verbal group consistency. Verbs are in correct tense.
- Passive verb usage. Avoid it.
- Subject-Verb agreement. Beware of prepositional phrases that come between subject and verb.
- Agreement with Here and There. These words are not the real subjects.
- Pronoun errors.
- Commonly confused words.
- Word usage.
- Repetitive expressions.
- Informal usage. Avoid it. Contractions such as "can't" are informal.
- Nonstandard expressions.
- Double negatives.
- Jargon words.
- Nonstandard modifiers.
- Clause errors. Catch incomplete sentences, misuse of that and which. "That" introduces a restrictive clause; "which" introduces a nonrestrictive clause (which means one that can be put in parentheses).
- Format errors (acronyms, abbreviations, sentence initial capitals, date, and time punctuation).
- Punctuation errors (commas in sequence, parenthetical expressions, quotations).
- Spelling errors (spelling, hyphenation, capitalization).
- Split infinitives. When there is more than one word between "to" and the verb, revise.
- Consecutive nouns. When there are more three in a row, revise.
- Prepositional phrases. When there are more than two in a row, revise.

Style

The style problems that should be corrected are the types of things that make a proposal inconsistent and reflect negatively on the corporate image. The following is a list of the major style problems:

- Wordy expressions
- Redundant expressions
- Inappropriate prepositions
- Informal expressions
- Clichés
- Weak modifiers
- Vague quantifiers
- Ungrammatical expressions
- Open versus closed spelling (whether to hyphenate word or close up)
- Multiple negation
- Misspelled expressions
- Misused words
- Jargon expressions
- Pretentious words
- Archaic expressions
- Misspelled foreign expressions
- Overused phrases
- Stock phrases
- Quoted text

Word For Windows
Shortcut Search Commands

The following list of Word for Windows Shortcut Search Commands will enable you to search and replace functions to replace tabs, paragraphs marks, and other special characters quickly.

Find or replace	Type	Notes
Match any character	**?**	For example, typing do? finds "dot," "doodle," and "seldom." You cannot use this procedure to specify replacement text.
Question (?)	**^?**	For example, typing Where ^? finds "Where?"
White space	**^w**	Any number and combination of spaces; non-breaking spaces; tab, end-of-line, and end-of-cell characters; and paragraph, section, and manually inserted page break marks. You cannot use this procedure to specify replacement text.
Tab character (→)	**^t**	Must be lowercase.
Paragraph mark (¶)	**^p**	Must be lowercase.
End-of-line character (↵)	**^n**	Must be lowercase.
Page break ( )	**^d**	Finds breaks inserted by pressing CTRL+ENTER. Must be lowercase.
Section break ( )	**^d**	Must be lowercase.
Duplicates search text	**^m**	For example, typing Schmidt in the Find What box and Dr. Heinrich ^m in the Replace With box will give you "Dr. Heinrich Schmidt" throughout your proposal. Must be lowercase. You can only use this procedure to specify replacement text.
Clipboard contents	**^c**	You can use this procedure only to specify replacement text.
<u>Non-breaking space</u> (*)	**^s**	Must lowercase.
Optional hyphen (-)	**^-**	If you specify search text without optional hyphens, Word finds all matching text, including text containing optional hyphens. However, if you specify optional hyphens in the search text, Word finds only words having optional hyphens in the same position. For example, typing type^.-writer finds only "type-writer."
Non-breaking hyphen (–)	**^~**	
Caret character (^)	**^^**	

Style Guide to Use as Primary Reference

In addition to a company or organization's specific documentation standards, many groups determine a particular style manual to be used to answer any writing or editing standards not addressed specifically in their published guidelines. Suggestions include the standard style references, such as the Chicago Manual of Style or the MLA (Modern Language Association) Handbook, or a technical manual, such as Microsoft's *Manual of Style for Technical Publications, second edition* (Microsoft Press, 1998) or Mayfield Handbook of Technical & Scientific Writing.

Other suggestions:

"STC published a booklet, "The Levels of Edit," by Robert Van Buren and Mary Fran Buehler. It has a comprehensive list that I have recently used to create my own job specific list. Some of the material is dated and some is JPL (Jet Propulsion Laboratory) specific, but otherwise an excellent source of information."

"The book Technical Editing, by Tarutz, is excellent."