

Copy Editing Checklist

- ☐ Have I used Microsoft Word track changes?
- ☐ Have I ignored general formatting (e.g., font size, weight, margins)?
- ☐ Have I used Spelling/Grammar Check to eliminate any possible typos?
- ☐ Have I changed any British spelling to American spelling?
- ☐ Have I removed any instances of two or more spaces following a period? (Ctrl + F)
- ☐ Have I checked that the abstract is 150 words or fewer?
- ☐ Have I checked for title case capitalization on all titles and headings?
- ☐ Have I checked that all in-text citations are listed in the References, and all References are cited in text?
- ☐ Have I checked that “et al.” is used for any citation that has 3 or more authors, and that enough authors are provided to tell citations apart if two abbreviate to the same?
- ☐ Have I checked that all acronyms or abbreviations have been spelled out when they are first used?
- ☐ Have I followed APA style on when to use numerals versus when to spell out the number?
- ☐ Have I queried the author or let the senior copy editor know if language may need to be edited for possible bias?

References

- ☐ Have I checked that the references are in alphabetical order?
- ☐ Have I checked for sentence case capitalization in titles?
- ☐ Have I replaced hyphens (-) with en (–) dashes for page ranges?
- ☐ Have I removed the location of publication for books?
- ☐ Have I checked that the URLs are active and direct to the source?–

Tables

- ☐ Have I checked that the column heads and all text in the table is sentence case, unless proper nouns are being used?