

Academic Editing Checklist

Use this comprehensive checklist to methodically refine your content, ensuring your manuscript is professional and polished.



General Formatting and Structure

- ☐ The title page and preliminary pages are accurate and follow formatting guidelines.
- ☐ Page numbering is correct and sequential.
- ☐ Double spaces and unnecessary line breaks are removed.
- ☐ Headings are consistently capitalised (e.g., Chapter 1, Section 3.2).
- ☐ Heading hierarchy is logical and clearly marked.
- ☐ Tables, figures, captions, etc. are numbered and placed correctly.
- ☐ Bold, italics, and underlining are used properly throughout the manuscript.

Language and Style Consistency

- ☐ Spelling, grammar, and punctuation errors are fixed.
- ☐ Subject-specific terms are spelled consistently.
- ☐ British (UK) English (or other specified regional variations) is applied consistently.
- ☐ Numerals, dates, and time formats (e.g., 1,000; 5:45 PM; 15 June 2023) are used consistently.
- ☐ Abbreviations, acronyms, and initialisms are used properly and consistently.
- ☐ Single and double quotation marks are used consistently.

Content Accuracy and Clarity

- ❑ All in-text citations have been cross-referenced with the reference list.
- ❑ Overly complex sentences have been simplified
- ❑ Long paragraphs have been broken up for clarity.
- ❑ The tone and language register suit the target academic audience.
- ❑ Sections and paragraphs flow logically and are coherent.

References and Citations

- ❑ The reference list is alphabetical and uses consistent punctuation.
- ❑ In-text citation styles match the required format (e.g., APA, MLA, Chicago).
- ❑ Cross-references and footnotes are correctly placed and numbered.

Tables, Figures, and Visuals

- ❑ Table and figure captions are correctly formatted and referenced.
- ❑ Tables and figures are sequentially numbered and match their in-text references.
- ❑ Numerical data (totals, percentages) in tables or charts are accurate.
- ❑ Visuals are placed logically and enhance content clarity.

Final Checks

- ❑ Review inserted comments and resolve all editorial queries.
- ❑ Perform a final read-through in "Final" view with spell-check enabled.
- ❑ Ensure all necessary adjustments have been applied to the layout and page breaks.
- ❑ Indicate the position of any artwork or additional elements needed for publication.

