

## Daniel Wieber Translations: Sample Editing Checklist

Editing Phase	Errors to Search For	Is this a required check?	Check Completed	Comments
<b>Copy Editing</b>				
	House style remains consistent throughout translation.	Yes/No		
	All punctuation markers have been checked against house style.	Yes/No		
	Spelling conventions match Mariam Webster Dictionary unless otherwise specified.	Yes/No		
	All conventions for writing numbers have been checked against house style.	Yes/No		
	All queries about common usage have been checked against house style.	Yes/No		
	Text has been scanned for proper subject-verb agreement.	Yes/No		
	Abbreviations appear in accordance with house style.	Yes/No		
<b>Content Editing</b>				
	No Orphaned/Widowed sentence or paragraphs.	Yes/No		
	Paragraph formatting is consistent throughout the text.	Yes/No		
	Tables are formatted according to house style.	Yes/No		
	Data found in text is consistent with data found in tables.	Yes/No		
	All headings are appropriate to the subject matter that follows and are formatted according to specifications and/or house style.	Yes/No		
	Any acronyms are consistent throughout the text and conform to house style suggestions.	Yes/No		
	Number of topics introduced in the text are properly numbered and sufficiently covered later in the text.	Yes/No		
	Tone and terminology are appropriate for target audience.	Yes/No		

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Stylistic Editing		Yes/No		
	Translation reads as if it were written in the target language.	Yes/No		
	Complex and unnatural grammatical constructions have been augmented to fit the target language.	Yes/No		
	Information in each sentence appears in a way that is easily connect to surrounding sentences.	Yes/No		
	All prepositions are used in the correct context.	Yes/No		
	Idioms and common phrases have been used in appropriate context and quantity.	Yes/No		
	Wordy sentences have been split up.	Yes/No		
	Unintentionally ambiguous sentences have been properly queried and clarified.	Yes/No		