Editorial Checklist

1.0 Purpose

- ☐ Does it describe the reason the policy exists?
- ☐ Does it state what the policy will resolve?
- ☐ Does it list who the primary audience of the policy is?
- ☐ If applicable, does it state how the policy complies with applicable laws and/or regulations?

2.0 References

- ☐ Based on the information in the Policy and Procedures sections, do any additional references need to be added to provide additional support?

3.0 Definitions

- ☐ Are there any terms missing?
- ☐ Does each definition explain what the term means for the intended audience?
  - The definition should only define the word itself and should not contain a policy statement.
- ☐ If the term already exists in the Policy Office glossary, can the definition be reused?
- ☐ Does the definition avoid using the term within it?

4.0 Policy

- ☐ Does this section discuss only the standards of behavior expected and dictate the procedures that must be followed?
  - It should not go into detail about how the procedures are carried out as that will be described in the "Procedures" section.
- ☐ Does the information in this section align with the information in the "Purpose" section?
- ☐ In longer policy, is there a Scope of Policy section? Does it clearly explain who the policy does and does not apply to?
- ☐ Is there a Policy Statement section? Does it explain what the policy enforces and what is does not?
- ☐ Is there, or does there need to be, a section detailing how the policy aligns with or is in relation to other university policies?
  - This should explain how other policies may govern similar situations as the ones described in the policy, but that the policy does not explicitly govern.
- ☐ Are those responsible for overseeing the processes and those who must comply with the processes stated?
- ☐ Is each defined term used consistently based on its definition?

5.0 Procedures

- ☐ Does it explain how to comply with the procedures?

- □ Are the expected results clear when university community members comply with the required steps?
- □ Are these procedures general enough that they should last the anticipated life of the policy?
  - If not, work with the policy owners to determine if the content should be in department procedure documents.
- □ Is each defined term used consistently based on its definition?

Logical Structure

- □ Is the information presented in a logical order that follows the required steps of the policy?
- □ Does the policy begin with broad, general information and progress into more specific information about the policy and procedures?

Equity

- □ Does the language used give a disproportionate amount of power or discretion to one group over another?
- □ Does the policy create any equity problems that have been identified as in the scope of the equity assessment review?

Readability

- □ Are there any large paragraphs that should be broken up into smaller paragraphs?
- □ Are any sentences written in passive voice?
  - Sometimes, passive voice is better for clarity and simplicity of language, but it should be avoided whenever possible.
- □ Is the language throughout the policy appropriate for the intended audience?
- □ Is it too wordy? Can any sentences be rewritten to use more concise language?
- □ Are there any double negatives?
  - Legal information is easier to understand if you use positive language. It's better to say "may only start after January 1" rather than "may not begin until after January 1."
- □ Does the language level of the policy match the language level of the intended audience?
- □ Are there any sentences or paragraphs that do not clearly convey the information for the intended audience?
  - There may be paragraphs or information that may not be able to be edited due to the legal nature of the information.