



PROOFREADING CHECKLIST

EQUITY CONCERNS

Accessibility

- Ensure headings are appropriate and descriptive.
- Check that any hyperlinks use meaningful, descriptive link text and don't just list the URL in the policy.

Fairness

- Remove language, where possible, that gives a disproportionate amount of power or discretion to one person or group over another.
- Remove language that could exclude people from the policy or cause undue bias.
- Remove gendered language such as gendered pronouns or positions titles.
- Use singular they (they/them/their/themselves) whenever pronouns are necessary.

GRAMMAR, PUNCTUATION, AND STYLE

The Policy Office follows the *Chicago Manual of Style* with only a few exceptions.

Exceptions to the *Chicago Manual of Style*

- Spell out numbers one through nine.
- Use the number itself for numbers 10 and above.
- Capitalize the first word of each entry in a numbered or bulleted point list.

General Stylistic Considerations

- Punctuate lists with the Oxford comma.
- Verify that any named job titles, names of colleges, and names of departments are used consistently and capitalized correctly throughout the policy.
- Alter sentences to remove uses of the word "shall."
- Capitalize "University" when it is used as a noun.
- Lowercase "university" when it used as an adjective.

Formatting

- Verify punctuation is at the end of every sentence and paragraph.
- Remove extra spaces between words or sentences ("Ctrl+F" is helpful for this).
- Remove extra line breaks between paragraphs.
- Revise tables that take up more than one page. If it is not possible to shorten the table,
 - Ensure the rows do not break across pages.

- Repeat the header row with the column titles
- Avoid widows and orphans where possible by lengthening or shortening the paragraph.
 - A widow is a sentence that falls at the beginning of another pages and is separated from the rest of the paragraph that is on the previous page.
 - An orphan is a sentence that begins a paragraph, but falls at the bottom of a previous page, separating it from the rest of the paragraph that is on the next page.

POLICY SECTION-SPECIFIC CONSIDERATIONS

Policy Header

- Verify the policy title and number are correct, especially for draft revisions.
- Check for correct section and subsection titles and location in the policy manual.
- Ensure the listed responsible office is correct as this may change due to organizational changes or title changes. The responsible office must always be either a vice president or General Counsel.
- Verify the effective date is correct.

1.0 Purpose

- Ensure there are no idioms or unnecessarily complicated phrases.
- Verify the purpose statement accurately reflects the content of the policy.

2.0 References

- Verify all the references used in the policy are also listed in the 2.0 References section.
- Verify all the references are used in the policy; directly related to the policy; or are from related USHE, state, or federal standards that the institution must comply with.
- Ensure each reference item is properly cited.
- Verify the references are listed in the correct order (see Section 2.0 in the *Writer's Guide* for details).

3.0 Definitions

- Check that all the terms are in alphabetical order.
- Verify all terms that are proper nouns are capitalized.
- Verify all terms that aren't proper nouns only capitalize the first word.
- Check that uses of all the terms (unless they are proper nouns) are written in lowercase. (Avoid the capitalization rules commonly used in legal writing.)
- Verify each term is bolded properly.
- Verify each term ends with a period and includes a colon before the definition.

4.0 Policy and 5.0 Procedures

- Verify the numbering is correct.
- Verify section titles are grammatically parallel and capitalized properly.
- Ensure all heading levels have the same style and numbering level applied to them.
- Ensure all references within the policy statements are appropriately cited.
- Ensure all cross-section references are accurate.