



Editing checklist

Edit each manuscript according to the following areas, and in all cases refer to the **GSWA house style**:

General

- Check whether there is an accompanying map or USB to be inserted at the back of the limited print copies of the book and as a zip file on eBookshop
- The file you start editing should be the clean final document with no comments or track changes. If mark-ups exist, return to the author and request a final copy

Front matter (cover, imprint, title page)

- Check publication number
- Check document title
- Check publication date
- Check copyright information
- If a Report/Bulletin, check Cataloguing-in-Publication (CiP) is applied for, and logo inserted on imprint page
- Check author affiliations

Covers for Reports/Bulletins

- High-resolution image requested from author/project manager with caption for imprint page?
- Any logos required?
- Back cover blurb of 100–200 words requested from author/project manager?
- Spot location requested from author/project manager (passed to Graphics for compilation)?

Keywords

- Check that keywords have been inserted after the abstract, sourced from GeMPeT and are in alphabetical order

Spelling and punctuation

Do the following:

- Run spell checker
- Reread for appropriate use of words
- Take your time, print out the document if it helps

Grammar

Check for:

- Subject–verb agreement
- Use of nouns, countable and non-countable
- Verb tense
- Articles, especially over use or inappropriate use
- Prepositions
- Word forms, such as adjectival usage and the use of hyphens
- Pronouns — common errors, e.g. There for Their, Your for You're

Sentence structure

Edit sentence structure for:

- Complete sentences
- Sentence variety
- Overly wordy, especially the use of passive structures
- Use of modifiers, misplaced or dangling

Vocabulary

Check for:

- Formal vs informal usage
- Inappropriate creation of nouns
- Use of abbreviations and acronyms especially article usage, e.g. do not use 'the' before acronyms you pronounce as words such as UNESCO, but do use 'the' before the WHO
- Introduction and explanation of terms used
- Overuse of jargon or jingoism
- Clear and accurate usage

Expression

Check for:

- Redundancies: I killed him dead
- Tautologies: He'll either win or he won't
- Slang
- Conciseness
- Noun clusters — try to minimize

Tables and figures

Check as follows:

- Titles and captions
- Properly cited in the manuscript, i.e. figure numbers match in-text descriptions
- Full list of figures and tables included
- Shortened list of figures and tables included
- Tables and figures have been provided as separate files
- Tables and figures are numbered effectively
- All figures have been through the Graphics section and are in final PDF format
- Sourced figures are correctly acknowledged

References

- Have all references been entered into Citavi?
- Does the author acknowledge all sources?
- Is the format appropriate?
- Are direct quotes used and is paraphrasing accurate?
- Are references consistent?
- Are all in-text references cited in the reference list?
- Are all references in the list cited as in-text references?