



# Copy Editing Checklist

<b>CONTENT EDITING CHECKLIST</b> <b>COPY EDITOR'S NAME: <i>[INSERT NAME HERE]</i></b>	
Date of Editing Checklist Completion:	
<b>CRITERIA</b>	
Title included	
Summary included	
Writer's name correctly noted	
Sources provided	
Graphic provided (as necessary; If N/A, mark as such)	
If graphic provided, caption included (as necessary; If N/A, mark as such)	
If outside graphic provided, credit included (as necessary; If N/A, mark as such)	
Spell check completed	
Grammar check completed	
Figures, dates, and conclusions double confirmed	
Language and style is consistent with <a href="#">Language of Scouting</a> and <a href="#">OA Branding Guide</a> (Specifics included below)	
Any of following references are capitalized as shown: <b>Arrowman</b> ; <b>Arrowmen</b> ; <b>Scout</b> (and variants); <b>Order of the Arrow</b> ; <b>Boy Scouts of America</b>	
Subordinates are included in sentence case unless following specific group (Ex: lodge vs. <b>Unami Lodge</b> ; section vs. <b>Section NE-1</b> )	
Any references to a region are capitalized as shown: <b>Northeast Region</b> ; <b>Southern Region</b> ; <b>Central Region</b> ; <b>Western Region</b>	

Titles are included in sentence case unless preceding a name (Ex: lodge chief vs. Lodge Chief Johnny Arrowman)	
Any references to an Order of the Arrow adviser are spelled as shown	
Any references to events are included in sentence case unless referring to a specific instance (spring fellowship vs. 2013 Unami Lodge Spring Fellowship)	
No youth contact information is disclosed (minus alias email addresses as determined appropriate)	
No youth birth dates mentioned	
Photos comply with Guide to Safe Scouting and Youth Protection Standards	

Additionally, it is helpful to include a place for feedback on every article. Feedback should be shared with the writer, if they are interested. Below is an example of a feedback box to include on articles:

<b>COMMENTS &amp; EDITS</b>	
<b>Copy Editor</b>	
<b>Youth Lead</b>	
<b>Adult Adviser</b>	
<b>Miscellaneous</b>	