Geek Girl

Document Completion Checklist

Use this form to ensure quality and consistency in your documents.

Document Name: _____

Document Number: _____ **Date:** _____

Format

☐　　The latest template was used for this document. (Template date:_____/_____/_____)

Front Matter

☐　　The cover page elements are correct: Doc Title, Doc Type, Date, Doc Number.

☐　　The back of the cover page contains copyright and trademark information.

☐　　The product name is correct in the copyright information section.

☐　　There is a table of contents.

☐　　There is a list of figures if there are figures in the document.

☐　　There is a list of tables if there are tables in the document.

☐　　Spot check the table of contents page numbers for accuracy.

☐　　Spot check the list of figures page numbers for accuracy.

☐　　Spot check the list of tables page numbers for accuracy.

☐　　The revision history table contains the latest update information.

☐　　The headers contain the correct document name.

☐　　The footers contain the correct date, document type, and confidentiality statement.

☐　　The pages are numbered correctly.

General Conventions

☐ Acronyms are defined at their first occurance in the text in initial capital letters. The definition is followed by the acronym in parenthesis. Example: Disk Operating System (DOS).

☐ The acronym, rather than the definiton, is used in the text after it has been defined.

☐ Use of ALL CAPS has been avoided where possible.

☐ Use of parenthesis has been avoided where possible, except when defining acronyms.

☐ Parenthesis are closed.

☐ Numbers with measure have a non-breaking space between the number and measure.

Examples: 5 KB, 144 MHz

☐ Numbers less than 10 are spelled out, except when paired with a capitalized noun.

Examples: Step 1, Bit 7, Register 3.

☐ Hyphens are used only in the following cases:

- To replace a preposition (1 to 100 becomes 1-100)
- To join compound words (self-contained)
- With modifiers (clear-cut decision)

Hyphens are not used to break words at the end of a line or to give a thought emphasis; use a dash (—) to provide emphasis.

☐ Dashes (—) have no spaces before or after the dash, and the word after the dash is not capitalized unless it is a proper noun.

☐ There are no question marks (?) in the document.

☐ Symbols and numbers are used consistently throughout the document.

Examples:

All bulleted lists of the same level use the same bullet symbol

All numbered lists of the same level use the same numbering style.

☐ Spellcheck has been run.

Glossary

☐ The glossary contains only the terms and acronyms from the current document.

Graphics

☐ Illustrations have figure titles above the illustration.

☐ Figures are introduced in the text just before the figure.

☐ Figures are numbered correctly.

☐ Figure titles use correct capitalization.

☐ Text in the figures is legible.

☐ Figures do not extend into the margin.

Index

☐ Spot check the index entry page numbers for accuracy.

☐ Verify the index entries are consistent and concise.

Example: do not have multiple entries for the same thing such as

Register, register

or Application Program Interface, application program interface, application programming interface.

Use sub-entries if necessary.

☐ The index section is two-columns per page.

Tables

☐ Tables have table titles above the table.

☐ Tables are introduced in the text just before the table.

☐ Tables are numbered correctly.

☐ Table titles use correct capitalization.

☐ Table headings use correct capitalization, and all table headings in the document use the same conventions.

Writing Style

☐ Gender-neutral writing is used.

☐ Use of *would*, *should*, and *could* has been avoided.

☐ Use of *may* has been avoided. Use *can* instead.

☐ Present tense, active voice has been used.

☐ Subjects and verbs agree.

☐ Each group of steps has an introductory paragraph.

☐ Each section has an introductory paragraph. In other words, there are no widowed headings.

☐ Use of Latin abbreviations has been avoided.

Examples:

change *e.g.* to *for example*
change *i.e. to that is* or *such as*
change *via* to through
change *etc.* to *and so on* or nothing

☐ Use of contractions has been avoided.

Example: change *don't* to *do not*

☐ Sentences are complete; there are no fragments.

☐ Nomenclature and terms are used consistently throughout the document.

Bulleted Lists

☐ Each bulleted list has an introductory paragraph.

☐ Bullets are written with parallel construction.

☐ If the sequence of the list is not important, bullets are used.

Headings

☐ All headings in the document are written with parallel construction.

☐ Headings are numbered correctly.

Numbered Steps

☐ If the sequence of a list is important, numbered lists are used

☐ Each numbered step contains only one action.

☐ Numbered steps are written with parallel construction.

☐ Numbered steps are written in a consistent format.

Example: If you say, "To perform the test, connect the cable." in one step, do not say, "Connect the cable to perform the test." in another step.

References

☐ Cross-references give a reason for the reference.

☐ Cross-references provide a paragraph number, the paragraph text, and for very large documents the page number.

☐ References to document titles are accurate.

☐ Links to web content are accurate.