

Technical Editor's Checklist

First...

- The hard copy of the Literature Cited section goes to the production editor for identifying of missing information.
- The electronic and hard copies of the figures go to the production editor for 1) evaluating the suitability of format for electronic submission to the printer, 2) consultation on color, arrangement of data, and other graphic elements, and 3) styling of text elements such as labels and legends.

Title, Author Affiliation, Abstract, Other

- The manuscript's title is appropriate in length and wording.
- The manuscript includes title, affiliation, and duty location (city and State) of all authors.
- Abstract is concise (about 200 words) and adequately reports results.
- Abstract contains five to seven keywords.
- Copyright and trademarks are included, where appropriate, and releases obtained.
- All necessary information is included in the acknowledgements section for grant, cost-share, and cooperative agreements (samples available on request).
- A note goes to the file identifying any necessary disclaimers, such as for pesticides or brand names, and any internal references, such a page numbers, that will need to be changed during layout.

Text

- Text is free of unanswered questions.
- Results and conclusions follow from hypotheses/methods.
- Level of detail is consistent throughout.
- Length of sections is balanced throughout, headings and other organizational elements are consistent throughout, and are capitalized appropriately.
- Superfluous text is eliminated.
- Language flows logically and is clear, understandable, and appropriate for the audience.
- Assertions not supported by data are followed by literature citations.
- Text is free of sexist language and errors in grammar and syntax.
- When practical, active voice replaces passive.
- Sentence lengths average 30 words or less.
- Scientific names follow common names of species; the use or nonuse of authorities is consistent throughout.
- Explanations of acronyms/abbreviations appear after first mention, listed in long manuscripts.
- English and metric units are correct and consistent (familiar to the intended audience).
- Author names and dates in text agree with Literature Cited section.
- Mathematical calculations are free of errors.
- All terms in math equations are adequately defined.
- All required information is included for personal communications, personal correspondences, and unpublished references (see Authors Guide).

Literature Cited

- All citations in text are listed in Literature Cited and all citations have text references; when alphas are used to indicate same author(s)/year, the order of citations and text references is correct.
- Author names and dates in text agree with Literature Cited section.
- All Web references are "live."

Tables and Figures

- Information in text agrees with tables and figures.
- Figures and tables are accurate, uncluttered, and clearly needed to support hypotheses and conclusions; each tells a logical and understandable "story."
- Tables and figures are sequentially referenced and independent of text.
- Table titles and figure captions accurately reflect the content of the tables and figures.
- Abbreviations in tables and figures are written out in titles or footnotes.
- Tables have logical row and column orientations and understandable labels.