# Checklist for proofing in Word at edited manuscript stage

This checklist is used by the Community Legal Education Program at Victoria Legal Aid. You might like to use or adapt it when developing community legal information.

Note that all editorial changes and corrections, and all legal reviewer changes, should have been taken in before this proof.

Check:

* consistency of how headings and sub-headings are expressed and formatted
* explanation of terms and concepts and consistency for expression of this
* consistency with VLA’s *Plain language writing guide* and for any editorial issues not covered there, refer to the [Australian Government Style Manual](https://www.stylemanual.gov.au/) or the latest edition of the [Macquarie Dictionary](https://www.macquariedictionary.com.au). Ensure that you maintain the styling and heading levels in the Word document.
* where there are instructions or introductory chunks of text that repeat across chapters, check that these are all consistent with each other
* using simple words
* spelling out of acronyms
* using the active voice
* logical ordering of information
* limiting sentences to one idea per sentence
* applying sentence case
* numbers: am/pm numbers, spelling out numbers one to nine, spelling out numbers at start of the sentence, phone numbers
* phone numbers start with (03) or whatever state/territory code is relevant
* punctuation
* bullet list styling and punctuation
* standard text inside page, description of VLA, ‘What do these words mean?’ and ‘Where to get help’, back page: refer to the Standard text documents
* in-text references to chapters: ensure that the references are within single quotation marks, for example, ‘See ‘Where to get help’ on page XX’
* glossary terms are bolded at first use throughout the text
* URLs for broken or incorrect links.