

## Content Editing Checklist

In order to ensure your written content is polished enough to be released publicly, please use the following checklist as a guide:

Content: \_\_\_\_\_

Editor: \_\_\_\_\_

Author: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>Main Content</b>   |                          |
|---|--------------------------|
| Title included  | <input type="checkbox"/> |
| Summary included  | <input type="checkbox"/> |
| Writer's name correctly noted   | <input type="checkbox"/> |
| Sources provided  | <input type="checkbox"/> |
| Graphic provided (as necessary; If N/A, mark as such)                             | <input type="checkbox"/> |
| If graphic provided, caption included (as necessary; If N/A, mark as such)        | <input type="checkbox"/> |
| If outside graphic provided, credit included (as necessary; If N/A, mark as such) | <input type="checkbox"/> |

| <b>Mechanics And Conventions</b>                 |                          |
|--|--------------------------|
| Spell check completed                            | <input type="checkbox"/> |
| Grammar check completed                          | <input type="checkbox"/> |
| Figures, dates, and conclusions double confirmed | <input type="checkbox"/> |

| <b>OA And Scouting Branding</b>  |                          |
|--|--------------------------|
| Language and style is consistent with <a href="#">Language of Scouting</a> , <a href="#">Language Of The OA</a> , and <a href="#">OA Branding Guide</a> (Specifics included below) | <input type="checkbox"/> |

|   |                          |
|---|--------------------------|
| Any of following references are capitalized as shown: Arrowman; Arrowmen; Scout<br>(and variants); Order of the Arrow; Scouting America                   | <input type="checkbox"/> |
| Subordinates are included in sentence case unless following specific group<br>(Ex: lodge vs. Unami Lodge; section vs. Section E-19)                       | <input type="checkbox"/> |
| Any references to a region are capitalized as shown: Eastern Region, Gateway Region   | <input type="checkbox"/> |
| Titles are included in sentence case unless preceding a name<br>(Ex: lodge chief vs. Lodge Chief Johnny Arrowman)   | <input type="checkbox"/> |
| Any references to an Order of the Arrow adviser are spelled as shown  | <input type="checkbox"/> |
| Any references to events are included in sentence case unless referring to a specific instance (spring fellowship vs. 2013 Unami Lodge Spring Fellowship) | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| <b>Youth Protection</b>  |                          |
| No youth contact information is disclosed<br>(minus alias email addresses as determined appropriate) | <input type="checkbox"/> |
| No youth birth dates mentioned   | <input type="checkbox"/> |
| Photos comply with Guide to Safe Scouting and Youth Protection Standards                             | <input type="checkbox"/> |

|                           |
|---------------------------|
| <b>Comments and Edits</b> |
|                           |