

An essential part of GS1's publications process is quality assurance. In order to achieve high quality output, GSMP Technical Publications has developed a checklist for content authors and editors. It is meant to assist work groups perform a review prior to submitting final drafts. Good documentation practices help reduce rework in the final editorial review and assure the consistency demanded by GS1 stakeholder.

**Presentation** checks page layout of a document is consistent for uniformity with *GS1 Style Guide*.

No.	Artifact	Justification	Check
1	New document	Utilise GS1 template or put into a GS1 template	
2	Spellcheck	Word > Review > language > language preference > Eng. UK	
3	Preliminary content	Registered GS1 logo, copyright and disclaimer	
4	Header	Displays current title and version with Mon Year	
5	Footer	Release x.x.x Status, Mon Year / © 2015 GS1 AISBL / Page x of y	
6	Spacing	Single space after periods and colons, unnecessary hard returns	
7	Document settings	Correct margins, tabs, numbering and bullets	
8	GS1 required	Contributors, references, glossary, change log	
9	Release	Correct (updated) document release number x.x or x.x.x	

**Table of Contents** check sections of the document with entries formatted properly.

No.	Artifact	Justification	Check
10	Document Title	Conforms to naming convention clearly states standards or guideline	
11	Table of Contents	Each section appears in TOC, page numbering refreshed	
12	Bullets	Numeric for sequential lists	
13	Sequential	Each section is numbered correctly	
14	Indentation	Correct margin settings	
15	Appendix	Identified below TOC	
16	Change Log	Summarises main changes since last published release	

**Content** checks spelling, grammar and consistent use of language and sentence structure.

No.	Artifact	Justification	Check
17	Grammar check	Simple sentence structure (< 15 words) for readability	
18	Tense	Document maintains consistent tense (present, past)	
19	Language	Written for intended audience, no unnecessary words or symbols	
20	Acronyms	Abbreviation appears in parenthetical citations after first introduction	
21	Punctuation	Correct usage for easy readability	
22	Content	Satisfies defined goals and objectives, technically accurate	

**Consistency** examines cross-references, image quality, internal references and hyperlinks.

No.	Artifact	Justification	Check
23	Image/table/figure	Number and caption above .png file (not HTML) and fits in margins	
24	Internal references	Internal cross-references are accurate	
25	Font	Consistent use of Verdana 9 throughout document (body only)	
26	Hyperlinks	Check for functionality	