

## GS1 content author and editor document checklist

An essential part of GS1's publications process is quality assurance. This checklist aims to assist content creators perform a quality review prior to submitting final drafts. Good documentation help reduce rework and ensure the consistency demanded by GS1 stakeholder.

**Presentation** checks page layout is consistent with the [GS1 Style Guide](#).

No.	Artifact	Justification	Check
1	New document	Use the GS1 Word 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 Month & Year	
5	Footer	Release x.x Status, Month Year / © 2017 GS1 AISBL / Page x of y	
6	Spacing	Single space after periods and colons, no unnecessary hard returns	
7	Document settings	Correct margins, tabs, numbering and bullets	
8	GS1 required	Contributors, references, change log, link to <a href="http://www.gs1.org/glossary">www.gs1.org/glossary</a>	
9	Version	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 whether standard, guideline or other	
11	Table of Contents	Each section appears in TOC, page numbering refreshed	
12	Sequential	Each section is numbered correctly	
13	Indentation	Correct margin settings	
14	Appendix	Identified below Table of Contents	

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

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

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

No.	Artifact	Justification	Check
21	Image (table/figure/graph)	Number and caption above *.png files (not HTML), fit in margins <b>(Figure 1.1. title)</b>	
22	Internal references	Internal cross-references are accurate	
23	Font	Consistent use of Verdana 9 throughout document (body only)	
24	Hyperlinks	Check for functionality	