

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: _____

Main Content	
Title included	☐
Summary included	☐
Writer's name correctly noted	☐
Sources provided	☐
Graphic provided (as necessary; If N/A, mark as such)	☐
If graphic provided, caption included (as necessary; If N/A, mark as such)	☐
If outside graphic provided, credit included (as necessary; If N/A, mark as such)	☐

Mechanics And Conventions	
Spell check completed	☐
Grammar check completed	☐
Figures, dates, and conclusions double confirmed	☐

OA And Scouting Branding	
Language and style is consistent with Language of Scouting , Language Of The OA , and OA Branding Guide (Specifics included below)	☐

Any of following references are capitalized as shown: Arrowman; Arrowmen; Scout (and variants); Order of the Arrow; Scouting America	☐
Subordinates are included in sentence case unless following specific group (Ex: lodge vs. Unami Lodge; section vs. Section E19)	☐
Any references to a region are capitalized as shown: Eastern Region, Gateway Region	☐
Titles are included in sentence case unless preceding a name (Ex: lodge chief vs. Lodge Chief Johnny Arrowman)	☐
Any references to an Order of the Arrow adviser are spelled as shown	☐
Any references to events are included in sentence case unless referring to a specific instance (spring fellowship vs. 2013 Unami Lodge Spring Fellowship)	☐

Youth Protection	
No youth contact information is disclosed (minus alias email addresses as determined appropriate)	☐
No youth birth dates mentioned	☐
Photos comply with Guide to Safe Scouting and Youth Protection Standards	☐

Comments and Edits