

SAMPLE CLEANUP CHECKLIST

- Formatting consistency and precision
 - Font—type, size, color
 - Line spacing
 - Margins, indentations, and justification
 - Headings—font, size, emphasis style, indenting, numbering scheme, capitalization
 - Bullets/numbering—bullet shape/numbering style, indenting, capitalization, punctuation
 - No widows/orphans (dangling lines or headings at the top or bottom of a page)
 - No extra breaks after paragraphs or headings
 - No awkward line breaks, such as within a date (to fix, create a non-breaking space)
 - Only one space after a period and between words (perform search for double spaces)
 - Latin terms (italicize only those terms that are italicized in *Black's*)
 - Footnotes (footnote content should be correctly formatted, and footnote numbers should be properly sized and placed outside punctuation marks)
 - Page numbers (correct numbering; appropriate font and size)
- Proper punctuation
 - No double or missing periods
 - Correct use of commas, including the Oxford comma (“apples, oranges, and bananas”)
 - Commas appear after full dates
 - Commas and periods are inside quotation marks; colons and semicolons are outside
 - Proper use of *that* and *which* (use *that* in essential clauses without a comma; use *which* in nonessential clauses with a comma)
 - Em dashes (—) are used for breaks in sentence structure, and en dashes (–) are used for number and date ranges
 - Hyphens appear in phrases that modify and precede a noun (“two-year term”)
 - Proper integration of quotations
- Accuracy
 - Dates
 - Figures
 - Names of people, entities, documents, etc. (and consistency in how names are used)
- Terminology sensitive to gender, race, ethnicity, etc.
- No confidential information disclosed
- Proper use of defined terms
- Numbers (e.g., spell out numbers less than 100 except for dates, money, and preceding “percent”; no ordinals for dates (“July 1,” not “July 1st”))
- No over-use of capitalized terms such as in “the Federal rules” or “the Motion”
- Complete, properly formatted legal citations
- Spelling and grammar check
- Global review for formatting slip-ups such as widows/orphans and missing material