**Checklist for Content and Layout**

This checklist will help you review the content and layout of your resources. The writer could complete the first review, with the option of having a second person also reviewing the resource. You can edit this document to better suit your needs.

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| --- | --- | --- | --- |
| Programme |  | Date Completed |  |
| Writer |  | | |
| Reviewer(s) |  | | |
| Course/Block/ Standards |  | | |

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| Quality Indicator | Writer (🗸) | Reviewer (🗸) |
| Content | | |
| Language is plain, clear and concise |  |  |
| Instructions are clear and direct |  |  |
| Terminology is explained |  |  |
| Spelling is correct |  |  |
| Grammar is correct |  |  |
| Punctuation is accurate and consistent |  |  |
| Language is culturally appropriate |  |  |
| Tone is consistent throughout |  |  |
| Tone is appropriate for the audience |  |  |
| Text is free from bias on the basis of gender, race, class or disability |  |  |
| Content is not plagiarised |  |  |
| Content flows logically |  |  |
| Date formats and measurements are consistent |  |  |
| Facts, statistics, data are accurate |  |  |
| Correct capitalisation is used |  |  |
| Paragraph length is appropriate |  |  |
| SME has verified content |  |  |
| Pages are numbered correctly |  |  |
| Font sizes are appropriate and easy to read |  |  |
| Pages have a balance of text / visuals / white space |  |  |
| Disclaimer and copyright included |  |  |

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| Quality Indicator | Writer (🗸) | Reviewer (🗸) |
| Graphics |  |  |
| Images are all legally owned or permission has been given |  |  |
| Images are meaningful, have a purpose/appropriate |  |  |
| Images are consistent in quality, size, type, alignment |  |  |
| Images are approved by SME – follows health and safety practice, appropriate for programme |  |  |
| General design/layout | | |
| Total design is uniform in appearance |  |  |
| Branding guidelines have been followed |  |  |
| Use of logos is appropriate |  |  |
| Colours used are consistent and suitable |  |  |
| Logical flow |  |  |

Writer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Notes |