

Writing & Editing Checklist

Checklist when Writing

- Check the article for spelling & grammar mistakes.
- Remove expletives (unless it is a direct quote).
- Specific language & understandings are contextualized.
- Tone is correct for the article type.
- Article includes all relevant views.

Checklist when Copy-editing

- Double check writer's spelling & grammar
- Check that all individuals cited have their names written correctly.
- All job titles, roles or positions are correct, up-to-date and written correctly.
- Sources are correctly cited (APA) & placed at the bottom of the article.
- Sources are fact checked.
- Writing is accessible & clear.

Checklist before Publishing

- All cited sources are aware of their reference in the article.
- Non-eyewitness events are fact-checked by 3 sources.
- Mistakes are actively recalled and corrected.



Standards & Practices

WRITING & EDITING

see 3. Style in Quindecim: Standards & Practices



Includes:

- Editing Principles & Standards
- Writing Principles & Standards
- Process of Citing & Verification
- Notes, Drafts & Raw Material
- AI Policy

Written & Created by Kate Wisneskey,
the 2025-26 Editor in Chief



Principles & Standards WRITING & EDITING continued

Writing Principles & Standards

Check the article for **spelling & grammar** mistakes and **remove expletives**, unless it is a direct quote, then it should be written with the first letter then censored.

All Quindecim publications should be accessible to a **global public**. Specific language or understandings should be **contextualized for accessibility**.



Tone is at the discretion of the writer. Material should be respectful and provide a counter-perspective.

Tone should be professional and unbiased, reporting on all relevant views.



Notes, Drafts & other Raw Material

There is **no requirement** to share notes, drafts of articles, interviews or other news gathering material that isn't published in the Quindecim.

AI Policy

There is absolutely **no generative AI tolerated** in the news gathering, writing, images or other medias published in the Quindecim.

Editing Principles & Standards

Editors should double check writer's spelling & grammar with *The Merriam Webster Dictionary* and *The Elements of Style*.

Check for:

1. All **names** written correctly.
2. Sources **correctly cited**.
3. Sources are **relevant** and **represent the truth**.
4. Job titles, roles or positions are **correct, up-to-date** and **written correctly**.
5. **Accessible writing** that is understandable to the Quindecim audience.

Process of Citing & Verification

If reporter is **not an eyewitness** to an event, they must double check said event using **3 sources**.

Sources that are online, written or other forms of media should be cited in **APA style** at the end of the article.

See Q Principles for Reporting for how to source interviews and first-hand sources.

If a writer makes a mistake, both the **writer and the copy-editor are held responsible**. If the false source hurt/injured an individual, the writer should send an apology. The editor-in-chief should **publish a correction to the mistake**.