

## Part 620 – NRCS Directives Management

### Subpart H – Exhibits

#### 620.82 Author Pre-editing Directive Quality Control Checklist

Authors may use this checklist to review their documents before sending to the Records and Directives Management Team editor for editing.

##### **Style and Format**

- Formatted in accordance with appropriate template in Subpart H
- Words capitalized in accordance with Subpart G and GPO Style Manual
- Cross-reference format complies with agency writing style in Section 620.52

##### **Factual Information**

- Email addresses are correctly spelled and the pages they point to are functional
- Web addresses are accurate and correctly spelled
- Cross-references and citations are accurate
- Spellings of the names of people and places are correct
- Telephone numbers are correct
- Street addresses are accurate and correctly spelled
- Dates are correct
- Mathematical and scientific formulae are correct

##### **Organization**

- Sections appear in order specified in DMH (see Subpart B for permanent directives and Section 620.22 for national bulletins)
- Topic-specific sections appear in a logical order
- Topic-specific sections have clear, useful headings
- Readers can quickly and easily find what they are looking for

##### **Clarity**

- Words used are familiar to readers
- Avoids use of jargon, foreign words and abbreviations, and excessive acronyms
- Paragraphs have only one topic; sentences have only one idea

##### **Conciseness**

- Short sentences (approximately 20 words or less per sentence)
- Short paragraphs (no more than seven lines of text per paragraph)
- Unnecessary words omitted

##### **For documents submitted in hardcopy:**

- No more than 10 pages long
- Typed double-spaced in black ink using 12-point Times New Roman font
- Typed on plain white paper with a plain background (no watermarks)

(120-VI-DMH, First Edition, September 2010)

**For documents submitted in electronic format:**

- Saved in a format that can be edited in Microsoft Word (rich text format (.rtf) preferred)
- No more than one subpart per electronic file
- No subpart spans multiple electronic files
- All tracked changes accepted

**For national bulletins:**

- Do not contain policy or procedures, including transmitting permanent directives
- If an “action required by” date is used, at least 30 business days are allowed to respond
- Expire by the end of the next fiscal year