

DTP Formatting QA Guidelines

- ☑ Fonts correct
- ☑ Text correct
- ☑ Paragraphs formatted
- ☑ Alignment correct
- ☑ Paper size same
- ☑ Headers and footers same
- ☑ Quotation marks correct
- ☑ Bold, italic, underline text in the same place as source
- ☑ Double space, full stop, comma, etc. checked
- ☑ Space before commas checked
- ☑ Space before full stop/period checked
- ☑ Tables, rows and lines, etc same as source
- ☑ Position and size of lines checked
- ☑ Pictures/Graphics compared with source
- ☑ Space around pictures/graphics (left, right, top, down) compared
- ☑ Missing full stops/periods checked
- ☑ Bullets checked with original
- ☑ Missing parts/sentences checked
- ☑ Links checked for updates
- ☑ Superscripts and subscripts (®, ™, etc.) checked
- ☑ Graphics localize
- ☑ Unicode checked
- ☑ Adherence to SAE J2450 translation quality metric where appropriate

NB: This is for guidance only – Project-specific criteria *always* apply.