MEDICAL WRITING QUALITY CONTROL

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Quality control is one method medical communication professionals use to ensure that every project is formatted and styled correctly. In the Quality Control process, maintaining "Fresh Eyes" is always essential, and Standard operating procedures (SOPs) may exist, or you can develop your own.

*Editing is beneficial to every document. In most cases, a text requires three stages of editing: **macroediting**, **microediting**, and **proofreading**.*

In *macroediting*, the editor seeks to shape the focus and architecture of a scientific document. This type of editing is also known as big-picture editing. Macroediting emphasizes a document's unity, conformity, and coherence so that the authors convey their intended message clearly and concisely.
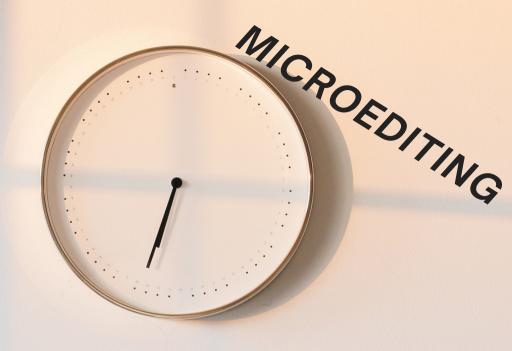
- *Make sure you follow the publication guidelines.*

- *Check the style guide, author, and previous publications*

- *Does the information logically organize across all sections?*

- *Do you find any gaps in the data, or the logic?*

- *Does the abstract summarize the main text?*

- *Does every part of the paper convey the author's message?*

- *Make sure the title accurately reflects the paper's message.*

- *Does the introduction describe the research question?*

- *Can the target audience understand the document?*

MACROEDITING

Microediting refers to examining how the author communicates their message through language. In microediting, the document is reviewed at a ground level, below the paragraph. The purpose of microediting is to improve the grammar, syntax, style, tone, clarity, and credibility of a document.

MICROEDITING

- *Check every document for spelling and grammar.*

- *Ensure all names and organizations, including abbreviations and titles, are spelled correctly.*

- *Ensure the numbering of pages, figures, tables, and graphs is correct.*

- *Are there comparisons in the document that will enhance the reader's understanding?*

- *Make sure the subject and verb are in agreement, and the verbs are in the proper place.*

- *Ensure punctuation adheres to US English or UK English style.*

- *Ensure that acronyms are spelled out at first use.*

Check the graphs

Does the graph match the source file if it is recreated from a source?

Do the format and layout follow a consistent style?

Is there a label on each axis?

Do you have a header?

Is there a legend associated with this?

Is the message clear to you?

Do you think the caption style is appropriate?

Check the tables

Is the table data consistent with the source file?

Are the layout and formatting consistent?

Do you have a header?

Is the labeling of the column/row headers correct?

Does the message seem clear to you?

Does the caption style appear to be correct?

*You should **proofread** the entire document once you have completed the editing checklist. This final review will ensure that the document is ready for publication. Ensure to check for spelling, grammar, punctuation, and errors in the numbering of tables, figures, and references. Remember to take a short break between editing sessions to rest your eyes and brain.*

Thank You

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Reference:
American
medical writing
association