



ACCURACY CHECKLIST

Story:

Sources:

While Reporting

- Ask sources to spell name & title
- Record or transcribe interviews
- Verify claims with reliable sources
- Save links and other research
- Ask sources what other reports got wrong

Final Checks Before Submission

- Numbers & Math
- Names
- Titles (people, books etc.)
- Locations
- Compare quotes to notes/recording
- Quote Attribution
- Definitions
- URLs
- Spelling & Grammar
- Spellchecker Errors

Story Specific Items

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