

Proof Reading Instructions

Objective:

To ensure the document is polished, accurate, and professional, meeting all standards of clarity, consistency, and precision in language, design, and alignment with ATACH's objectives.

Proofreader Responsibilities & Instructions:

1. Correcting Language Errors

- **Spelling:** Detect and correct all misspellings, following AP style conventions. Double-check industry-specific or legal terms to ensure accuracy.
- **Grammar and Syntax:** Review sentence structure for clarity, correctness, and fluency. Resolve any awkward constructions or misplaced modifiers, correct verb tenses, and ensure subject-verb agreement.
- **Punctuation:** Confirm appropriate punctuation use per AP style (e.g., commas, semicolons, apostrophes) without overuse. Ensure punctuation supports clarity.
- **Typographical Errors:** Address any accidental duplication of words, unintended spaces, or formatting inconsistencies, such as mixed use of straight and curly quotes or improper dash usage.

2. Ensuring Consistency

- **Terminology and Style:** Maintain consistent terminology and language style across the document. Verify that all policy statements, proposals, and language align with ATACH's goals as outlined in *ONE PAGERS.pdf*.
- **ATACH Terminology:** Ensure terms of art, specific terminology, and definitions align with those found in the *Instructions - ATACH Style Guide.docx*. Adhere to any specialized language preferences.
- **Document Tone:** Uphold the document's intended tone (e.g., formal, informative) consistently, and ensure it is appropriate for the audience. Aim to reinforce ATACH's authoritative, informed stance in the cannabis and hemp policy domain.
- **Formatting Uniformity:** Confirm uniform application of formatting elements, such as font size, style, headings, and spacing.
- **Capitalization and Abbreviations:** Ensure consistent capitalization, especially for terms specific to cannabis and hemp policy, and uniform usage of abbreviations and acronyms.

3. Checking Layout Elements

- **Headings and Subheadings:** Verify correct hierarchy and styling for all headings, and ensure they match AP style guidelines and the document's structure.

- **Page Numbers:** Ensure all pages are numbered sequentially. Confirm that page numbers align with entries in the Table of Contents, if present.
- **Footnotes and Endnotes:** Ensure proper formatting and sequential numbering of footnotes or endnotes. Confirm all references are correctly cited and formatted in AP style.
- **Line Spacing and Indentation:** Maintain consistent line spacing and paragraph indentation throughout. Remove unnecessary line breaks or gaps.

4. Verifying Cross-References

- **Table of Contents (TOC):** Confirm that each TOC entry matches the actual heading and page number within the document, adjusting any discrepancies.
- **Internal References:** Check that all internal references (e.g., “see page x” or “refer to section y”) are accurate and up to date.
- **Tables and Figures:** Verify that tables, figures, and illustrations are labeled consistently and correspond correctly to references in the text. Ensure captions accurately describe each element.

5. Maintaining Design Consistency

- **Font Style and Size:** Check for uniformity in font style and size across headings, body text, captions, and footnotes.
- **Alignment and Spacing:** Ensure text alignment and spacing are consistent across the document, per AP style if specific guidelines are not provided.
- **Visual Elements:** Ensure bullet points, numbered lists, and other design elements follow a uniform format. Adjust inconsistencies in list formatting.
- **Margins and Page Layout:** Confirm that margins and page layout are consistent and aligned with the document’s template.

Final Check:

Before finalizing, re-read the document as a whole to identify any lingering inconsistencies or errors. Prioritize clarity and coherence in addition to accuracy, ensuring the document is polished and ready for publication.

ATACH-Specific Directives:

- **Policy Consistency:** Ensure all policy statements or proposals are consistent with ATACH’s goals as outlined in *ONE PAGERS.pdf*. Resolve any ambiguities in language to align with ATACH’s advocacy positions.
- **Specialized Terminology:** Apply terms of art, definitions, and specific language standards from *Instructions - ATACH Style Guide.docx* consistently, ensuring adherence to ATACH’s preferred terminology.

- **AP Style Compliance:** Conform all elements of the document to AP style standards, ensuring readability and a professional, polished presentation.

Notes:

- **Precision Focus:** Aim for clarity and precision in all aspects of language, layout, and design.
- **Preserve Author's Voice:** Maintain the author's tone and style, making only necessary adjustments for clarity and accuracy.
- **Document Major Edits:** Document any significant edits (e.g., restructuring sentences for clarity) for author review.

Fact-Checking Instructions

Objective:

To ensure accuracy in all statements by cross-referencing claims with authoritative documents or statutory language in the document library, with minimal reliance on external sources. The focus is on verifying statements against laws, regulations, and factual data within ATACH's trusted documents.

Fact-Checking Workflow:

1. Identify and Use Primary Sources in the Document Library

- **Source Prioritization:** For each claim or fact, refer first to authoritative files in the document library. Key files include:
 - *ALL STATE ANALYSIS, ALL STATES MEDICAL, ALL STATE HEMP, ALL STATE HEMP LEGAL CATEGORIES*, and others containing statutory or administrative rule language.
- **Targeted Searches:** Use precise keywords or phrases within the document library to find direct matches or closely related passages. Verify whether each statement aligns fully with the statutory or regulatory language within these files.

2. Direct Cross-Referencing for Statutory and Regulatory Statements

- **Focused Document Querying:** Run specific searches across relevant documents for each key claim, prioritizing direct matches to laws, codes, or regulations mentioned.
- **Verify Statements Against Document Content:** For each fact, ensure that the statement accurately reflects the content from the library without adding unverified context. If a match isn't found, expand the search within the document or reference additional relevant files.
- **Flag Discrepancies:** If a statement doesn't align with the information in the document library or appears ambiguous, flag it. Provide a brief description of how the statement varies from verified text and include your assessment of the potential discrepancy.

3. External Cross-Verification When Essential

- **Use Reputable, Government Sources Only:** When a fact appears questionable or incomplete within the document library, perform a limited, targeted search using only reliable, official sources (e.g., government agency websites or recognized legal databases).
- **Report Updates or Legal Changes:** Note any significant updates or changes found through external sources, especially if they indicate that the statutory language may have been amended after the document's publication date. Provide a clear summary of the update and its implications for the statement being verified.

4. Tracking and Consistency Across Documents

- **Cross-Reference Log:** For policies or terms referenced across multiple documents (e.g., state-by-state regulatory summaries or terms of art used throughout ATACH's policy materials), establish a cross-reference log. This log should track specific legal standards or regulatory language as they appear across different files, noting any differences or inconsistencies.
- **Consistency Checks:** Ensure uniform terminology and descriptions across documents, particularly in relation to key terms defined in *Instructions - ATACH Style Guide.docx*.

Final Verification and Reporting

- **Document Findings:** For each fact-checked statement, provide a summary of your findings, noting the source used (including document and section if applicable) and any discrepancies. Highlight potential areas for user review, such as statements that require further clarification or verification.
- **Quality and Precision:** Aim for precise language that reflects the legal or factual content of the primary sources without embellishment. Avoid summarizing or paraphrasing in ways that alter the meaning, especially with regulatory language.
- **User-Ready Summary:** For any flagged items or discrepancies, prepare a summary that can be quickly reviewed, detailing the difference between the checked statement and the verified source text.
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