**CHECKLIST: Good Commenting Technique**

**General**

❑ Can someone pick up the code and immediately start to understand it?

❑ Do comments explain the code’s intent or summarize what the code does, rather than just repeating the code?

❑ Is the Pseudocode Programming Process used to reduce commenting time?

❑ Has tricky code been rewritten rather than commented?

❑ Are comments up to date?

❑ Are comments clear and correct?

❑ Does the commenting style allow comments to be easily modified?

**Statements and Paragraphs**

❑ Does the code avoid endline comments?

❑ Do comments focus on *why* rather than *how*?

❑ Do comments prepare the reader for the code to follow?

❑ Does every comment count? Have redundant, extraneous, and self-indulgent comments been removed or improved?

❑ Are surprises documented?

❑ Have abbreviations been avoided?

❑ Is the distinction between major and minor comments clear?

❑ Is code that works around an error or undocumented feature commented?

**Data Declarations**

❑ Are units on data declarations commented?

❑ Are the ranges of values on numeric data commented?

❑ Are coded meanings commented?

❑ Are limitations on input data commented?

❑ Are flags documented to the bit level?

❑ Has each global variable been commented where it is declared?

❑ Has each global variable been identified as such at each usage, by a naming convention, a comment, or both?

❑ Are magic numbers replaced with named constants or variables rather than just documented?

**Control Structures**

❑ Is each control statement commented?

❑ Are the ends of long or complex control structures commented or, when possible, simplified so that they don’t need comments?

**Routines**

❑ Is the purpose of each routine commented?

❑ Are other facts about each routine given in comments, when relevant, including input and output data, interface assumptions, limitations, error corrections, global effects, and sources of algorithms?

**Files, Classes, and Programs**

❑ Does the program have a short document, such as that described in the Book Paradigm, that gives an overall view of how the program is organized?

❑ Is the purpose of each file described?

❑ Are the author’s name, e-mail address, and phone number in the listing?