

## Prerequisites

- **(P0)**
- **(P1)** No UKN tokens
- **(P2)** No non required quotation marks or strange characters
- **(P3)** No relation or alignment problems

## Grammar/Fluency

*Word level:*

- **(G1)** No repeated words, e.g. repeated determinants, adjectives, nouns, prepositions, or conjugated verbs
- **(G2)** No tense change, unless necessary for a certain target audience or modality in the verbs

*Morpho-syntactic level:*

- **(G3)** Correct and finished phrases or sentences
- **(G4)** Correct agreement of subject and verb, grammatical gender of determinants, nouns and adjectives, contractions...
- **(G5)** Correct phraseology: verb + preposition, collocations...
- **(G6)** No repeated arguments: double subject or verb

*Cohesion level (both at inter- and intra-sentence levels):*

- **(G7)** Correct punctuation
- **(G8)** Correct grammatical order: phrase order, sentence order
- **(G9)** Correct coreference
- **(G10)** No definiteness change

## Meaning preservation

- **(M1)** Important information kept
- **(M2)** Register kept, unless required by the target audience
- **(M3)** No meaning change or only subtle nuances changes e.g. deleting or adding emphasize

## Simplicity

- **(S1)** Shorter sentences
- **(S2)** Same term for same concept
- **(S3)** Logical or temporal ordering of relations
- **(S4)** Active voice (instead of passive)
- **(S5)** Simple, frequent words
- **(S6)** Same term consistently used
- **(S7)** Only one main idea per sentence covered
- **(S8)** Only one finite verb for sentence
- **(S9)** Simple punctuation
- **(S10)** There are no abbreviations
- **(S11)** "Etcetera", ellipses and similar are avoided
- **(S12)** Difficult words are explained

## Ethical aspects

- **(E1)** No wrong information or misinformation

- **(E2)** No non-present stereotypes or unnecessary mentions to discriminate/minoritary groups

## **Layout**

- **(L1)** Format is easier to read
- **(L2)** Line spacing is bigger
- **(L3)** Phrases are not split into lines
- **(L4)** The font is Arial 14 or bigger
- **(L5)** The text is aligned left
- **(L6)** Titles are in bold
- **(L7)** Bullet points used for lists
- **(L8)** Words are not split into two lines
- **(L9)** The text avoids italics
- **(L10)** The contrast between the text and background is correct
- **(L11)** There are images to help understand the text

## **Numbers and Dates**

- **(ND1)** The text avoids ordinal numbers
- **(ND2)** The text avoids Roman numbers
- **(ND3)** Dates are written in full
- **(ND4)** Time in 24-hour format is avoided