

# Accuracy checklist

The first job of a reporter is to get it right. It's a simple concept, and very easy to screw it up. To get miles ahead, use this simple checklist.

## While reporting

Status	Item
	Ask sources to spell their names, first and last.
	Ask sources to spell their full title.
	Ask sources for the source of any numbers cited
	Ask sources for documentation on facts cited to support an argument
	If the story is ongoing, ask what others have incorrectly reported

## While writing

Make a digital copy of your story and highlight every fact in the story, putting a checkmark next to every verified item after checking it.

Status	Item
	Verify spelling of each proper noun.
	Verify titles of sources with your notes and/or online staff directories at their employer.
	Double check any calculations done in the story.
	Compare any number used in the story to the original source of that number.
	Verify correct AP style on all addresses.
	Verify correct AP style on all numbers.
	Compare quotes to notes or interview transcripts.
	Verify quotes and paraphrases are properly and correctly attributed.
	If you use a phone number in a story, call it to be sure it works and is correct.
	Read each word slowly and carefully to ensure it's the correct word. Spellcheck will not catch you spelling the wrong word correctly.
	Read the story out loud to find rough sentences or missing words.