

CONSISTENCY REVIEW PROOFREADING GUIDE

Tips:

- Remember your audience
- Delete any unnecessary content
- Answer the evaluative question & provide evidence to support the answer. Stay on track!
- Explain what specific evidence shows or proves; interpret the data
- Provide both qualitative AND quantitative evidence; triangulate the evidence
- Provide graduate data for **every** cohort; include priority group outcomes
- Stakeholder feedback needs to relate specifically to the relevance of the GPOs

Does the report include the following?	Yes	No
Font ARIAL black 11		
Unitec is referred to the first time by the full trading name 'Unitec Institute of Technology' and 'Unitec' subsequently		
Macrons are used for Māori vocabulary when required		
Acronyms are written in full the first time with the acronym in brackets (eg, Reform of Vocational Education (ROVE)) & the acronym is used when mentioned again		
Initialisms are written in full the first time with the abbreviation in brackets (eg, Graduate Profile Outcomes (GPOs) & the abbreviation is used when mentioned again		
'And' is used instead of '&'		
Capital letters are used for proper nouns, job titles, programme names, etc (eg, New Zealand Certificate of Study and Preparation)		
Statements are evidence-based (eg, instead of 'the past few months', use 'over the past <i>three months...</i> ')		
Correct spelling & grammar (<i>Use Grammarly if necessary</i>)		
Use of a colon before a list (eg, Actions to keep undertaking:)		
Numbers one to nine are written in full <i>except</i> if used with numbers greater than nine in the same sentence (eg, there were 7 international students and 20 domestic students)		
Numbers are written in full if they start a sentence (eg, Three graduates said....)		
Figures are used for dates (eg, 23 January 2021)		
Figures are used where numbers are part of a list (eg, There were 5 Pacific, 3 international and 8 Māori graduates)		
Consistent use of headings and subheadings (same font & size, in bold , without capital letters unless the words are proper nouns or the start of the heading) (eg, Internal and external moderation activities)		
Consistent use of spacing between paragraphs and sections		
All quotations are in quotation marks and italics and indented if longer than 40 words		
Table captions are placed <i>above</i> the table in bold text without a full stop		
Figure captions are placed <i>under</i> the figure in bold text without a full stop		
The e-signature of the author		
Appendices listed in a logical order in the report & indented in the body of the report		
All appendices included at end of report		
All appendices match the correct title (eg Int PreMod is an example of internal pre-moderation)		

