

# Medical Writer QC Checklist

## General

- Sense/spelling & grammar/structure/tone of voice
- Brand guideline and style guide accuracy
- All reviewer's comments have been actioned
- Job code and date of preparation included
- UK materials: Include black triangle if additional monitoring is required
- Has the adverse event reporting statement been included?
- Latest SmPC/PI is used
- Generic name has been added next to the first, most prominent brand name
- The word "new" has not been used if the product is more than 12 months old

## Style and content

- Ensure ® or ™ symbols been added
- Check footnote symbols are used and explained in the correct order
- Abbreviations written in full at first use and defined in alphabetical order in the footnotes
- En dashes used for page/numerical ranges
- Avoid hanging comparisons
- Double spaces removed

## Figures and tables

- Include "Adapted from..." under each figure/table
- Tables and figures have titles that summarise the key message
- Data check values for accuracy against sources
- Graph axes have not been stretched or cut to exaggerate a claim
- Any copyright permissions have been obtained, if necessary
- Study details have been included, where appropriate

## References

- Ensure hyperlinks are working and the access dates are current
- Ensure references are the most up-to-date versions
- Are all references cited in the same style
- References labelled consistently in the reference pack
- All references cited in the text are in reference list, and vice versa