Checklist for Technical Definitions

Content
- Is the type of definition (parenthetical, formal, informal, extended, other) suited to its purpose and the user’s needs?
- Does the definition adequately classify the item?
- Does the definition clarify, rather than obscure, the meaning?
- Is the expanded definition adequately developed?
- Are all data sources documented?
- Are visuals employed adequately and appropriately?
- Does the formal definition describe features that distinguish the item from all other items in the same class?

Arrangement
- Is the expanded definition unified and coherent?
- Are transitions adequate?
- Does the definition appear in the appropriate location?

Style and Page Design
- Is the definition in plain English?
- Will the level of technicality connect with the audience?
- Are sentences clear, concise, and fluent?
- Is word choice precise?
- Is the definition grammatical?
- Is the definition ethically and legally acceptable?
- Is page design inviting and accessible?