Procedure Writing Guidelines\(^1\)

1. Is the format comfortable to use and appropriate to the audience, the type of use, and the topic?
2. Is the overall document well organized?
3. Is it divided into logical sections or chapters?
4. Is each section or chapter organized with logical, parallel, consistent headings?
5. Is there an apparent hierarchy in the headings and subheadings?
6. Do the headings and subheadings follow a pattern?
7. Is the text supported by effective navigational aids, like a table of contents, an index, tabs?
8. Is the text organized into paragraphs or steps?
9. Are bulleted or numbered lists used effectively?
10. Is the writing clear and accurate?
11. Does the writing use parallel construction?
12. Is the level of detail appropriate to the task and the audience?
13. Is it written in active, imperative sentences?
14. Does the text use effective transitions?
15. Does it use consistent terminology (a menu is always a menu, never a screen or a selection list)?
16. Is the vocabulary appropriate to the task and the audience?
17. Does the document show and tell, and not just tell?
18. Is the text supported by visual aids, like screen shots, icons, workflow diagrams, and tables?
19. Is it supported by notes, cautions, and warnings that are used and displayed effectively?
20. Bottom line—is the document usable? If your job—or your life—depended on the success of the procedure, could you do it?

\(^1\) Source: