

Page Details

Page title: _____

URL: _____

Short title: _____

Description: _____

Creation date: _____

Created by: _____

Approved by: _____

Expiry date: _____

Notes: _____

HTML

- Page title matches <title> tag
- ALT text descriptions spell checked
- ALT text descriptions match text
- Metadata included
- Scripts and code validated

Editorial

- Spell check
- Review for grammar and punctuation
- Consistent terminology
- International date formats used
- Heading levels are appropriate
- Style guide compliance
- Appropriate use of graphics
- Metadata spell checked

Authorship

- Page is dated
- Author contact details included

Links

- Outgoing links checked
- Links to this page checked

Graphics

- Graphics in correct format
- Optimized for minimum size
- All images have ALT text descriptions
- Copyright clearance obtained
- All images include size in pixels

General

- Maximum page size not exceeded
- Checked at target resolutions
- Checked on relevant browsers
- Appropriate style sheet used
- Appropriate templates used
- Font sizes are relative, not absolute
- Standard navigational elements included

Checked by: _____

Date: _____