



## FACT CHECKING and VALIDATION – CHECKLIST

This service involves checking or validating that text or other content is accurate and 'true' before it is published. This might include checking bibliographic references and glossary definitions.

In consultation with you, we can supply a complete reference where only a partial reference has been given in a publication. We can supply a selected bibliography for a given subject, or check that references in a text are consistent with bibliographical references made. We can also check that definitions and descriptions in glossaries are accurate.

We welcome any instructions regarding house style.

- In which language is the text for which Fact Checking or Validation are required?
- Does your project require any Translation to be completed? If so, please provide us with details.
- What is the nature of the text for which Fact Checking or Validation are required? Please describe the subject matter and type of text (e.g. *14<sup>th</sup> Century Spanish History: Academic Text, Oncology: Medical Reference, Crime: fiction*)
- How many pages/words are there in the source text? (*Please also indicate page size – A4, A5 etc.*)
- How will you supply the text? (*Please advise on platform, software, version number etc.*)
- Is there any additional background or context that you can provide?
- Do you have any other particular instructions or comments for us?