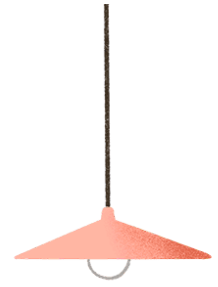


Fact-Checking Checklist

Double-check your facts to avoid errors



- Sources.** Is your source credible? How do you know? Is it possible that your source's information is incorrect? If so, can you find another, unrelated source to confirm?
- Studies.** Did you read and cite the actual study? Do other studies support the findings of the one you cite? Is the literature in agreement, or are there still some questions?
- Numbers.** Always check the math (double-check numbers in the millions or billions).
- Ages.** Get the date of birth and do the math. If the piece will be evergreen, make it clear that the number reflects the age of the individual at the time of publication.
- Days and dates.** Is the date right? Was December 17, 2018, a Tuesday?
- Locations.** Are you sure it happened there? There is a New London in twelve U.S. states, including Connecticut, Virginia, Ohio, Minnesota, and Texas.
- Historical facts.** Don't trust your memory and double-check anything, including famous quotes, that you assume to be true.
- Names.** Make sure you spell the names of individuals, businesses, groups, and schools correctly.
- Titles.** Make sure you have the most up-to-date title and confirm with the individual whenever possible. Double-check affiliations as well.
- Pronouns.** Don't assume an individual's pronouns. Ask. Confirm. Get it right.
- Quotes.** Are they accurate? Are they attributed correctly? Are they presented in the right context?
- Superlatives.** Never trust claims to be the first, best, worst, only, or most. Verify it.
- Web addresses.** Test all website addresses to make sure they work.
- Phone numbers.** Test phone numbers to make sure they work.

