Clicklaw Wikibooks

CHECKLIST FOR CONTRIBUTORS AND EDITORS

1. The purpose of reviewing pages is to ensure changes in law are reflected in content.
2. Clicklaw Wikibooks provide reliable, up-to-date, plain language information to help British Columbians address legal problems or learn about the law.
3. Some Wikibooks offer brief, punctual tips — other titles offer more comprehensive guidance.
4. What is your Wikibook's editorial objective? Consider the purpose, tone and audience of the title as a whole when making edits.

1. REVIEW FOR ACCURACY

For each page you review, please go through the following steps:

➢ **Read each Page** — read and take notes on pages assigned to you .... ☐
➢ **Review the Law**
  - *Read laws in context* — start with existing citations in the article.................................. ☐
  - *Review statutory law* — check statutory excerpts and compare to current legislation; check Proclamations (BC & Canada) for recent changes .... ☐
  - *Check caselaw* — note up cases in CanLII; note up key sections of legislation to find new cases.. ☐
  - *Consult secondary resources* — CLE articles, treatises, journals, etc. .... ☐
➢ **Verify Statements and Specifics**
  - *Procedural steps* — have rules or policies changed? .... ☐
  - *Forms*— has a form changed name or been replaced?.. ☐
  - *Deadlines* — readers rely on these being correct .... ☐
  - *Monetary amounts, costs or limits* — have these details changed?................................. ☐
➢ **Resource Links**
  - *Check existing links* — make sure they work and ALSO make sure they still point to the intended content .... ☐
  - *Best external resources* — have newer resources arrived and did old ones get stale?... ☐
  - *Best internal links* — are concepts discussed that could be cross linked to more Wikibooks and pages?... ☐

Once you've reviewed your pages for legal accuracy, you may decide:

1. Edit not needed → Just update the "last reviewed for legal accuracy" date .... ☐
2. Edit is needed → See step 2.

2. EDIT & DEVELOP CONTENT

➢ **Cure Existing Legal Inaccuracies**
- *Fix incorrect statements* — top priority is to correct wrong information, or at least remove the incorrect information .... ☐
- *Update citations* — add new legislation or caselaw (use CanLII's short URLs) .... ☐
- *Fix broken links and resources* .... ☐

➢ **Develop & Write** — write new content when tweaking existing content won't do. Please consider:
- *Gaps* — what is the gap in information and is filling it crucial? .... ☐
- *Plain language* — keep writing simple (here are some tips).. ☐
- *Brevity* —edits should clarify meaning, not add length .... ☐
- *Organization* — lists, subheadings and short paragraphs make reading easier and orient the reader .... ☐
- *Legal references* — would more citations benefit or just overwhelm the reader?... ☐

➢ **Simple & Consistent**
- Clarify legal terms, include parenthetical definitions where needed .... ☐
- Be consistent in word choice (e.g. choose either "renter" or "tenant")........................ ☐
- Familiarize yourself with and apply Style Guide:
  - Correct word emphasis, acronyms, and case citation style .... ☐
  - Apply bullets/numbered lists and punctuation.. ☐
- *Format neutral language* — writing "*See the chapter/page on…*" is better than "*Click here for information on…*" since Wikibooks are also printed .... ☐

3. OPTIONAL CHECKLIST

- Is there extraneous information that should be removed? .... ☐
- Is the overall language clear and approachable? .... ☐
- Are there other Wikibooks pages that would be improved by linking to your content? Speak to that other editor... ☐