THE NPR ACCURACY CHECKLIST  13 THINGS THAT MUST BE DOUBLE- OR TRIPLE-CHECKED

☐ AGES  (Get the date of birth & do the math.)

☐ DAYS, DATES  (Are you sure it happened then?)

☐ GRAMMAR & SPELLING  (Listeners & readers notice mistakes & forget your great story.)

☐ HISTORICAL “FACTS”  (Don’t trust your memory.)

☐ LOCATIONS  (Get them right & pronounce them correctly.)

☐ NAMES OF BUSINESSES, GROUPS & SCHOOLS
  (For the 100th time, it’s Dartmouth College!)

☐ NUMBERS  (Check your math. Don’t say “millions” if it’s “billions.” Learn about percent vs. percentage point.)

☐ PERSONAL NAMES  (Get the correct spelling & pronunciation.)

☐ PRONUNCIATIONS  (Not only names, but places & terms too. The dictionary and our online guide are your friends!)

☐ QUOTES  (Make sure they’re accurate & correctly attributed.)

☐ SUPERLATIVES  (Claims to be the first, best, worst, etc., are often wrong; never trust them.)

☐ TITLES  (CEO, president, professor, etc.)

☐ WEB ADDRESSES & PHONE NUMBERS  (Never report them without testing them.)