Clicklaw Wikibooks

EDITING GUIDE FOR CONTRIBUTORS AND EDITORS

Clicklaw Wikibooks aims to provide understandable, reliable, up-to-date, plain language information to British Columbians addressing legal problems or learning about the law.

The purposes of reviewing pages are to ensure that: changes in the law are reflected in content; content is well-organized, explains its subject well and is easy to read; and, readers are provided with the most useful, most relevant resources.

1. REVIEW FOR ACCURACY

- ➢ **Read each page from beginning to end.**
- ➢ **Is the law up to date? Has the legislation changed? Are there important new cases?**
- ➢ **Are descriptions of processes, forms, deadlines and fees up to date?**
- ➢ **Are resources up to date? Do the links still work? Are there better resources to link to?**
- ➢ **Is the language clear, consistent and understandable?**

2. EDIT & DEVELOP CONTENT

- ➢ **Fix any legal inaccuracies in the existing text.**
- ➢ **Fix any grammatical or spelling errors in the existing text.**
- ➢ **Correct, reorganize or replace writing that isn't clear and concise.**
- ➢ **Add new content where helpful.**
- ➢ **Add links to important new cases, new legislation and new resources.**

3. OPTIONAL STEPS

- ➢ **Remove irrelevant information and links to irrelevant resources.**
- ➢ **Check that existing text is approachable and easy to understand.**
- ➢ **Add links to other relevant pages within the Wikibook.**

CHECKLIST

1. REVIEW FOR ACCURACY

➢ **Reviewing the law**
- *Review statute law* — check statutory excerpts and compare to current legislation, check for recent changes ....☐
- *Check caselaw* — note up cited cases in CanLII, note up key sections of legislation.......☐
- *Consult secondary resources* — review relevant CLEBC / TLABC materials ....☐

➢ **Verify descriptions of process and procedure**
- *Procedural steps* — have rules or policies changed? ....☐
- *Forms*— has a form changed name or been replaced?..☐
- *Deadlines* — are stated deadlines current?..☐

➢ **Resource links**
- *Check existing links* — make sure they work and point to the intended content............☐
- *Best external resources* — are there newer resources, did the old ones get stale?........☐
- *Best internal links* — are concepts discussed that could be cross-linked to other Wikibooks and pages? ....☐

2. EDIT & DEVELOP CONTENT

➢ **Cure existing legal inaccuracies**
- *Fix incorrect statements* — your top priority is to correct wrong information, or at least remove incorrect information...☐
- *Update citations* — add new legislation or caselaw using CanLII's short URLs ....☐
- *Fix broken links* — repair or delete broken links ....☐

➢ **Develop and write**
- *Gaps* — are there gaps in the content, is filling them crucial?..☐
- *Plain language* — keep the text simple and sentences short ....☐
- *Comprehension* — edits should clarify meaning ....☐
- *Organization* — lists, subheadings and short paragraphs make reading easier and orient the reader...☐
- *Legal references* — would more citations benefit or just overwhelm the reader, are there too many cites already? ....☐

➢ **Simple & Consistent**

- *Clarify legal terms* — include parenthetical definitions where needed...........................☐
- *Consistency* — be consistent in the terms you use ....☐
- *Familiarize yourself with and apply the Style Guide* —
  - Correct word emphasis, acronyms, and case citation style ....☐
  - Apply bullets/numbered lists and punctuation...☐

3. OPTIONAL STEPS

- *Superfluous content* — is there extraneous information that could be removed? ....☐
- *Clarity and tone* — is the overall language clear and approachable?.............................☐
- *Cross links* — are there other Wikibooks and other pages that would be improved
  by linking to your content? ....☐