

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
1	Abbreviation Usage	Abbreviation Could be Used	If an abbreviation is listed in the abbreviation table along with its description, then the best practice is to use the abbreviation in the document, and not the description.	The module searches the document and tries to find places where a description of an abbreviation is used instead of the abbreviation itself.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, change the description to its abbreviation.	Use Abbreviation
2	Abbreviation Usage	Abbreviation Defined Later	If an abbreviation is used in the document, the author has to add the description of the abbreviation at the first use of the abbreviation. If the abbreviation is used before the description added, the document readers may not know what the abbreviation means.	The module identifies and reports all instances where the description of an abbreviation is used instead of the abbreviation itself, but the abbreviation has already been defined earlier in the document. In such cases, there is no need to repeat the description. If the author wishes to exclude certain parts of the document (such as headings or captions) from the abbreviation check, these can be specified in the abbreviation preferences. The module will then skip these ignored document parts.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, move the description to the first occurrence of the abbreviation.	Delete Description Move Description
3	Abbreviation Table	Abbreviation Table Order Issue	Entering the items into the abbreviation table without alphabetically ordered makes it difficult for the readers to find the abbreviations.	This inspection module verifies whether the abbreviations in the table are listed alphabetically. If the abbreviation table contains a header row, it will be excluded from the alphabetical sorting.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, you can sort the table with Word's table sort function.	Sort Table
4	Link	Blue Text Not Linked	It is not recommended to format texts as hyperlink, e.g. blue text: RGB(0, 0, 255), without setting the internal link, because readers can misinterpret plain blue texts as links.	The module lists all parts of the document that are colored blue, but have neither one or more hyperlinks nor cross-references, covering the whole text. If the blue coloring is applied over multiple paragraphs, it is reported as a single issue.	Create the missing internal link manually or by using OnStyle Internal Link tool.	N.A.
5	Labeling	Boxed Warning Issue	The structure of the US Prescribing Information document is regulated in 201.56(a) and (d) and 201.57. If the requirements about the place and format of the boxed warnings are not met, it could lead to a rejection of the document.	The module checks if the boxed warning is present in the Highlights section of a USPI document, and checks if the length of the exceeds 20 lines. (This includes white space but does not include the BW title and the statement "See full prescribing information for complete boxed warning.")	Add the boxed warning table or shorten the content of it to meet the FDA requirements.	N.A.
6	Style and Format	Character Formatting Applied	The document can contain character formatted parts (e.g., bold is directly applied to the text, without using styles), which is not recommended but it may be allowed in certain cases in the document.	This module lists the paragraphs or words of the document where the used style is changed with applying character formatting options (e.g., bold, italic, etc.).	Consider removing the character formatting elements and applying styles whenever it is possible.	Clear Character Formatting
7	Style and Format	Character Style Applied	The document can contain paragraphs where both paragraph style and character style are applied at the same time.	This inspection module finds and lists all document parts that have text level formatting, which means that a character style is applied to the document part. The issues are grouped by the applied style to make it easier to remove every occurrence of a character style.	Consider to remove manually the character style of document part.	Clear Character Style
8	Harvard Citation	Citation Cross-Reference Target Mismatch	The cross-reference on the citation helps the user to check the literature references. If the target is wrong, it is difficult to find the reference section or paragraph.	A cross-reference on a citation must either point to the actual reference paragraph that is being cited, or the Reference title. Whichever is the company standard, it can be set in module configuration and this check will ensure that the correct target is set.	Remove the wrong cross-reference, and place a correct one, for example with the internal link tool of OnStyle.	N.A.

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9	Harvard Citation	Citation Hyperlink Target Mismatch	The hyperlink of the citation helps the user to check the literature references. If the target is wrong, it is difficult to find the reference section or paragraph.	A hyperlink on a citation must either point to the actual reference paragraph that is being cited, or the Reference title. Whichever is the company standard, it can be set in module configuration and this check will ensure that the correct target is set.	Remove the wrong hyperlink, and place a correct one, for example with the internal link tool of OnStyle.	N.A.
10	Harvard Citation	Citation with Partial Cross-Reference	If the cross-reference is placed only to a part of the citation, it can be difficult to navigate to the target of the hyperlink.	This issue is raised when OnStyle finds a cross-reference that has not been added to the whole citation, only a part of it.	Remove the wrong cross-reference, and place a correct one, for example with the internal link tool of OnStyle.	N.A.
11	Harvard Citation	Citation with Partial Hyperlink	If the hyperlink is placed only to a part of the citation, it can be difficult to navigate to the target of the hyperlink.	This issue is raised when OnStyle finds a hyperlink that has not been added to the whole citation, only a part of it.	Remove the wrong hyperlink, and place a correct one, for example with the internal link tool of OnStyle.	N.A.
12	Labeling	Column Number Issue	The structure of the US Prescribing Information document is regulated in 201.56(a) and (d) and 201.57. If the column formatting requirements are not followed for TOC, Highlights and FPI sections, the document might be rejected.	The module checks if the Highlights and TOC sections are in two-column format and the FPI section is in single-column format within the USPI document.	Use the built-in Microsoft Word tool to change the number of columns to the request value.	N.A.
13	Labeling	Column Spacing Issue	The structure of the US Prescribing Information document is regulated in 201.56(a) and (d) and 201.57. If the column formatting requirements - including the spacing settings between columns - are not followed for TOC, Highlights and FPI sections, the document might be rejected.	The module checks the uniformity of column widths in multi-column sections, and checks whether column spacing settings in these sections comply with the preconfigured values within the USPI document.	Use the integrated Microsoft Word tool to enable 'equal column width' and adjust the spacing of multi-column sections to the specified value.	Set Column Spacing
14	Diagnostic	Comment Not Anonymized	Whenever a user adds a comment to a document, the name of the user can be visible in the comment box. For security reasons it is not acceptable if the document is planned to be sent outside of the company.	The module reports all comments (including the replies in a thread) where the author of the comment is not anonymized, i.e. the author is not one of the allowed authors. The issues are grouped by the authors of the comments.	There is no easy solution for changing the author of a comment manually.	N.A.
15	Diagnostic	Comment Present	The document can contain comments from the review process, but final documents should not contain any. Comments are of no use after the authoring phase; they can interfere with readability and excessive comments can slow down Word.	This OnStyle function finds all the existing comments in the document, irrespective of their status, and lists them in the Inspection Results pane.	Review and remove these comments by Word's built-in function in the Review Ribbon / Comment Section.	Remove Comment
16	Style and Format	Corrupt Style Alias	Style aliases may be confusing as they change the default style name. Due to an error in earlier versions of Word, a high number of style aliases with technical issues (e.g., Char, Graphic) may appear. While using the Draft View, the styles used for the row are written beside the text body. If a style has a long alias, this view can become unreadable.	This module finds the styles having corrupted aliases in their names.	Consider if the style alias is really required, and if it is not, remove it.	Remove Style Alias

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17	Link	Cross-Reference Broken	The document can contain cross-references with no valid target. This could be caused by, for example, creating a cross-reference to a heading title that was later deleted. In this case, the referenced text will not be available in the document anymore causing the cross-reference to claim "Error..." once updated. A broken cross-reference is not acceptable by the authorities.	This OnStyle function reports all cross-references without a valid target in the document. An invalid target means that the target bookmark is not available, so its text cannot be updated in the field.	Remove the invalid cross-reference or correct its target.	Remove Text Remove Cross-Reference
18	Style and Format	Cross-Reference Formatting Issue	It is a good practice to highlight (e.g., with blue color) texts containing cross-references to another document part. Formatting rules of cross-references are usually described in the company style guide or in the technical guide of the Health Authorities. Breaking this rule makes difficult to navigate in the document.	The module identifies and reports all cross-references within the document which are not formatted according to the rules described in the DocConfig.	Add the required formatting manually, or create the cross-reference with OnStyle's Internal Link Tool.	N.A.
19	Style and Format	Default Tab Stop Changed	It is possible that the default tab stop defined in the template may be manually overridden, causing the text layout in the document to differ from the expected.	The module compares the document's default tab stop settings with the template defined in the DocConfig and reports an 'Unexpected tab stop found' issue in case any differences found.	Set the default tab stop settings in Paragraph Settings > Tabs so that they align with the values expected by the configuration.	Reset Default Tab Stop
20	Diagnostic	DocDefaults Present	The existing document defaults stored in Normal template, can change the document's layout and styles without any user interaction. This could lead to hardly understandable issues in various inspection modules.	The module finds and lists all entries of the DocDefaults, except those that are listed in the module parameters as an exception.	Deleting, renaming, or moving the Normal template removes all stored defaults. The Normal template is automatically recreated after the next Word start.	N.A.
21	Diagnostic	DocGrid Present	The DocGrid element specifies the settings for the document grid, which enables precise layout of full-width East Asian language characters within a document by specifying the desired number of characters per line and lines per page for all East Asian text content in this section. If a DocGrid element is set in the default settings, the layout of all new documents are impacted, which means that the margins of the standard page layout are changed.	The module checks all sections of the document if a DocGrid is defined, and reports the type and place of the DocGrid element found. These DocGrid elements are reported: Line and character grid Line grid only Text snaps to character grid	Change the settings in the Page layout tool, on the Document Grid tab to 'No Grid'.	N.A.
22	Diagnostic	Document Property Value Issue	Most companies use custom properties in the document templates, which are essential for the document management processes. If the user changes the value of these properties, it can cause exceptions in the processes.	The module finds and lists the document properties which do not have the required value. One issue per invalid property value is reported. The issue contains the name of the property and the current value. If the property has no value, the string <empty> is displayed in the issue text. If the property is missing from the document, the string <missing> is displayed in the issue text.	Correct the value of the reported document property (File > Info > Properties > Advanced Properties option).	Set Document Property

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23	Content	Document Revisions	Final documents should not have tracked changes. Tracked changes are of no use after the authoring phase; they can interfere with readability and excessively tracked changes can slow down Word.	This OnStyle module finds the tracked changes made in the document. Before finalizing a document, all pending document revisions must be accepted or rejected, and Track Changes must be turned off. The changes can be accepted or rejected on the Review tab of the Ribbon.	Accept or reject all revisions before finalizing the document using Word's built-in functions on the Review ribbon.	Accept Change Reject Change Hardcode Tracked Change
24	Numbering and List	Duplicated Heading Numbering	The heading might contain duplicate numbering because the author had previously inserted a manual number, which was then updated by the auto-numbered Heading style during DocConfig assignment. As a result, both the manual and automatic numbers appear (e.g., "1 1. Introduction"). This causes inconsistency in the document and may lead to errors in the Table of Contents.	This module identifies heading paragraphs that are styled with auto-numbered Heading levels but also contain a manually typed number at the start of the line.	Delete the manually typed number from the beginning of the heading, keeping only the style-based automatic number.	Remove Duplicated Heading Numbering
25	Image	Embedded Object	The document can contain embedded objects (e.g., Excel tables, charts, PowerPoint, PDF or Word objects). These active objects can cause problems during PDF rendition, so it is recommended to remove them from the document.	This OnStyle module finds and lists all objects in the document embedded from different other applications.	Remove the embedded objects manually.	Make Not Active
26	Abbreviation Table	Empty Abbreviation Table Cell	An empty cell in the abbreviation table means that either an abbreviation or a description is missing.	The module reports any empty cells in the abbreviation table, including those that are completely empty or contain only whitespace characters. If both the abbreviation and description cells are empty in a row, the entire row is reported as a single issue.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, fill the empty table with the necessary information.	Delete Table Row
27	Caption	Empty Caption	A caption of a table or figure can be empty easily, in case their place is prepared quickly, but the related title was forgotten to be added. Tables or figures without valid caption text cannot be referenced correctly in the documents.	The module finds all table and figure captions based on the style defined in the DocConfig, and lists those which has no caption free text, only the mandatory labels and numbering are filled. All caption texts are reported as empty which contain only whitespace characters.	You can fill in the empty title manually with the correct content.	Remove Text
28	Content	Empty Heading	Paragraphs with heading styles which are empty or contain only whitespace characters are not recommended, because it can break the uniform outlook.	The module reports all heading paragraphs that are empty or contain only whitespace characters.	All empty headings are highlighted on the result pane, but it is useful to turn on 'Show all formatting marks' to see them all. Delete the highlighted content.	Remove Text
29	Diagnostic	Empty Key Property	Most companies use custom properties in the document templates, which are essential for the document management processes. If the user forgets to fill in these properties, it can cause exceptions in the processes.	This OnStyle function checks whether the defined document properties are filled: There is no correction module that can be launched to fix this problem, so it must be fixed manually by setting the correct document property values from Word's File* > *Info menu.	Fill in the missing key properties (File > Info > Properties > Advanced Properties option).	N.A.

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30	Content	Empty Page	If the document contains pages with no visible content, then empty pages will appear in the printout and in the rendition.	This check lists all pages with no visible content.	Remove the unnecessary page breaks and whitespace characters manually.	Remove Empty Page
31	Content	Empty Paragraph	The document can contain recurring enters appearing as empty paragraphs to set spacing. It is not recommended to set the paragraph spacing or document pagination by inserting empty paragraphs (pressing Enter more than once) because it makes the document format unstable.	A paragraph is reported as an empty paragraph if it contains only a paragraph mark and whitespace characters (specified in the inventory) By default, all paragraphs are checked, but the user can exclude one or more styles from the check.	Delete unnecessary empty paragraphs and use the paragraph spacing option to set spacing.	Remove Text
32	Content	Endnote Present	In Microsoft Word, an endnote is a reference, explanation, or comment that appears at the end of the document. It is often used to provide additional information, cite sources, or clarify points made in the main text. Endnotes are typically indicated by a superscript number or symbol in the main text, and the corresponding endnote text is placed at the end of the document. In certain types of documents, endnotes aren't allowed because they may cause issues during the PDF generation.	The module finds and reports all endnotes within the document. The issue navigates to the endnote reference. The issue text in the inspection result window is the endnote text. Note: It is possible to create additional cross-references pointing to a given endnote. These cases will not be reported by this module.	Select the endnote reference and remove the endnote manually.	N.A.
33	Style and Format	External Reference Formatting	It is a good practice to mark the external references with a special formatting (e.g., red text) during the document editing, and adding the references only as a last step of the authoring.	This module finds all text marked as an external reference (e.g. red color formatting manually or using the external reference tool) which must be linked and lists them. The module checks the paragraph style, the character style, and also the text level formatting. If a paragraph is formatted with a style that is excluded, this paragraph is not reported (even if any part of the paragraph is over-formatted with a character style) If the color of the visible text is different from the color of the external reference configuration, no issue is reported (even if the text has red style formatting, but it is overwritten)	Create the missing link or remove external reference formatting manually.	Remove External Reference Formatting
34	Content	Footnote Present	In Microsoft Word, a footnote is a reference, explanation, or comment that appears at the bottom of a page. It is often used to provide additional information, cite sources, or clarify points made in the main text. Footnotes are typically indicated by a superscript number or symbol in the main text, and the corresponding footnote text is placed at the bottom of the page. In certain types of documents, footnotes aren't allowed because they may cause issues during the PDF generation.	The module finds and reports all footnotes within the document. The issue navigates to the footnote reference. The issue text in the inspection result window is the footnote text. Note: It is possible to create additional cross-references pointing to a given footnote. These cases will not be reported by this module.	Select the footnote reference and remove the footnote manually.	N.A.

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35	Link	Heading Hyperlink Target Mismatch	If the document contains internal hyperlinks to section titles, this hyperlink has to point to the mentioned section, otherwise the navigation is hard in the document.	The module checks all hyperlinks of the document which point to a heading paragraph, and reports those where the hyperlink text does not match the section title text. Match means case insensitivity and removed trailing whitespaces.	Correct the hyperlink manually, or with OnStyle's Internal Hyperlink tool	Fix Heading Link Remove Hyperlink
36	Link	Heading Link Not Set	Whenever a heading title is referenced in the document, it makes the navigation easier if the heading is linked to the reference.	The module finds all paragraphs in the document which match to a heading text, and there is no or only partial hyperlink or cross-reference on the text, pointing to the heading. The module ignores the TOC styles. Match means case insensitivity and removed trailing whitespaces.	Place a hyperlink or cross-reference to the heading text manually or with OnStyle's internal Link tool.	Fix Heading Link
37	Numbering and List	Heading Numbering Issue	If the document contains numbered heading styles, it is not recommended to change or remove the numbering manually. Misnumbered headings can be confusing and are not automatically refreshed in the TOC.	This module lists cases where the numbering of a heading is manually removed or reformatted. It also lists paragraphs that are not numbered but should be according to their style definition.	Re-apply the heading style to the paragraph.	Reset Paragraph Format
38	Page	Heading or Title with Break	If a table, figure, appendix, or attachment title, or heading that is referenced in the TOC contains a page or section break, the break might cause issues in the document and in the bookmark structure of the PDF rendition generated.	This module finds and lists all headings and titles that contain a page or section break and are referenced in the TOC.	Remove the page or section breaks manually.	Remove Manual Page or Section Break
39	Numbering and List	Heading Out of Sequence	The document can contain out of sequence heading lines, which is not recommended because they could cause PDF rendition issues.	The rules of the heading level sequences are as follows: A heading level N can be followed by a heading level N+1 (next level) or heading level N (same level) or heading level < N (any previous level). The module finds all headings in the document with invalid predecessor heading.	Check the numbering sequence of the item, and apply the correct heading style.	N.A.
40	Special Character	Heading Whitespace	In heading lines whitespace characters before or after the actual text are not allowed, because it can break the uniform outlook.	This module reports all heading lines which contain whitespace characters before or after the heading text.	All whitespace characters are highlighted on the result pane, but it is useful to turn on 'Show all formatting marks' to see them all. Delete the highlighted content.	Remove Heading Whitespace
41	Style and Format	Hidden Text Present	The document might contain text that is formatted hidden. Hidden texts are invisible so they can easily slip through multiple reviews and make their way into the final version.	The module finds and lists all text that is formatted to be hidden. The hidden formatting can be added to a text with character formatting or with style property setting. In order to show the hidden document parts, the 'show hidden text' option has to be switched on.	Remove the hidden text manually.	Remove Hidden Formatting Remove Text
42	Style and Format	Highlighted Text	The document can contain highlighted text for subsequent references. These text items need to be removed from the final document to meet authority standards.	The module finds all the highlighted text parts of the document. A continuously highlighted text part is listed as one result even if that part contains highlights with different colors.	Remove the highlighted parts or the highlights manually.	Remove Highlight Remove Text

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43	Link	Hyperlink to External Document	External document references can easily become corrupted upon moving or sending the document. If an external document is not available at the destination the link is directed to, it will not open, resulting in lost information.	Links to external documents can cause issues if the document is not available at the location from which they were originally inserted. All links are examined: if the hyperlink has an Anchor, it serves as an external link. Otherwise, the check determines whether it is a weblink. Unless it is, the check lists it as an external hyperlink to a file. Note: Running the 'Set External Hyperlink Style' correction will retain the original error regarding the existence of the external hyperlink, but its style will conform to the standard. h3.	Make sure the hyperlink is really needed for the external document. If it is not, delete it.	Remove Hyperlink Set External Hyperlink Style
44	Style and Format	Hyperlink without Hyperlink Style	It is recommended to format the hyperlinks in the document with hyperlink style. It might happen that some hyperlinks are formatted as normal text therefore finding them can be quite challenging. Hyperlinks should not be in the document prior rendering it to PDF.	This module lists hyperlinks that lack the Hyperlink style.	Apply a hyperlink style to the text using the Styles pane of Word.	Set Hyperlink Style
45	Image	Image in Low Resolution	It is not allowed in the submission documents to include images with low resolution.	This module filters all images that have a low resolution or are not compressed. Inserted images must be compressed with Word's built-in Picture Format > Compress picture tool.	Change the image (e.g. re-scan) or select the image and choose the required resolution manually in Picture Format > Compress Pictures	N.A.
46	Image	Image Not Inline	Images can be inserted with text wrapping, which can cause several issues during PDF rendering. Other wrapping options can cause formatting problems within the document, for example, if an image is inserted in front of the text with In Front of Text wrapping, the picture could cover the text, rendering it unreadable.	This module lists all images that are not formatted with In Line with Text wrapping option.	Change the image's parameters so the image fits the text and becomes in line with it.	Set Image Inline
47	Image	Image with Incorrect Format	It is recommended to use only standard image formats in the documents, otherwise it can cause issues during the rendition generation.	This module finds all images that have a format different from the standard formats (set in the parameters), e.g., JPEG.	Convert the image to a standard format and replace it in the document manually	N.A.
48	Image	Image with Incorrect Style	Images might get inserted with an incorrect style applied.	The check finds all images and compares the style of the image holder paragraph with the style defined in the parameters.	Change the paragraph style manually.	Fix Image Style

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49	Special Character	Improper Whitespace Usage	<p>Improper whitespace usage often arise from typing habits, such as accidentally adding extra spaces or omitting spaces.</p> <p>The use of whitespace before punctuation, after the final punctuation mark of a paragraph, or before the first character of a paragraph is often not compliant with standard formatting conventions. However, whitespace is usually required after a sentence-ending punctuation mark if it is not the final character of the paragraph.</p>	<p>The module identifies cases where whitespace is used unnecessarily, as well as where it is missing but should be present—particularly around punctuation and at the beginnings and ends of paragraphs.</p> <p>An issue is raised in case unnecessary whitespace is found or whitespace is expected but not present in the text.</p> <p>Such cases may include, for example:</p> <ul style="list-style-type: none"> * Whitespace is forbidden before punctuation. * Whitespace is forbidden before the first character of a paragraph. * Whitespace is forbidden after the last character of a paragraph. * Whitespace is mandatory after punctuation marks, except when the punctuation is the last character of the paragraph. 	Remove the unnecessary whitespace or add a needed on on a correct place.	Apply Proper Whitespace
50	Table	Inconsistent Continued Table Structure	The structure of any sub-table within the continued table series can be manually changed at any time (e.g., modifying columns, adding new columns, etc.). While this does not necessarily indicate an incorrect continued table series, it is advisable to review each such case.	The purpose of the check module is to verify the structural consistency of elements within a given cont'd table series compared to the first element in the series. If discrepancies are found according to these criteria, OnStyle will notify the user with an '*Inconsistent Continued Table Structure*' issue raised.@	Manually remove the inappropriate column from the second sub-table that causes inconsistency.	N.A.
51	Page	Inconsistent Page Layout	It may occur that the document utilizes multiple distinct page layouts. Inconsistent usage of page layouts might indicate problems during printing.	<p>The module verifies the document's page layout settings, and if there are multiple page layouts in use, it reports them as an issue.</p> <p>If the page width and height are within 10 twips, it will not be reported, however, margins must be set exactly to a twip for the check in order not to be triggered.</p> <p>Informative: Using the same page layout in landscape and portrait mode does not count as different, therefore it does not pose an issue from the tool's perspective.</p>	Apply a consistent page layout for the whole document using OnStyle's Page Layout Tool.	Fix Page Layout
52	Abbreviation Table	Incorrect Abbreviation Table	Document using abbreviations has to have a Table which contains all the used abbreviation with their description. This abbreviation table has to fulfil some basic formatting and content requirements. If an abbreviation table was not found, or the sanity check failed on the table, all other abbreviation checks result a 'prerequisite missing' issue. It is hard to find out what was the exact reason of not finding the abbreviation table.	The module checks the possible abbreviation tables in the document. If none of the examined tables pass the sanity check, the module reports all examined tables as an issue, along with an appropriate error message.	Create a table with two columns. One column contains the abbreviations and the other the corresponding descriptions. Make sure to create the table that aligns with the company standards. Other way to create the abbreviation table is to invoke the 'Create Abbreviation Table' tool of OnStyle.	N.A.
53	Abbreviation Table	Incorrect Abbreviation Table Caption	If the caption of the abbreviation table has a different text as expected, document readers may not find the abbreviation table easily.	The module reports an issue if a document contains an abbreviation table and table caption paragraph, but the text of the paragraph is not defined in Preferences.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, change the text of the title or caption to an accepted one.	N.A.

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54	Abbreviation Table	Incorrect Abbreviation Table Caption Style	If the caption of the abbreviation table is written with a different style as expected, document readers may not find the abbreviation table easily, as it may be listed in the TOC in a different place as expected.	The module reports an issue if a document contains an abbreviation table and table caption paragraph that are formatted with a style that is not defined in the preferences.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, change the style of the title or caption to an accepted one.	N.A.
55	Caption	Incorrect Caption Field Code	Using an incorrect field code for a table or figure caption results inconsistent table or figure numbering in the document.	The module checks all paragraphs written with any of the allowed table or figure caption styles. If there is a field code in the paragraph, but does not match any of the allowed caption field codes, reports an issue.	Remove the incorrect caption and create a new one with OnStyle.	Fix Caption
56	Table	Incorrect Content Between Continued Tables	The document may contain series of tables that are linked to the first element of the table series (using an additional designation element and a link pointing to the caption of the first table). No other document elements should be included among these tables that deviate from the series. In addition, the document must contain the *configured separator elements* (e.g., the mandatory number of _Paragraph Space_ paragraphs defined in the DocConfig) between consecutive tables. Missing or altered separator elements also constitute a deviation from the expected structure.	The inspection module verifies continued tables in the document by ensuring that each continued table–styled paragraph is preceded by a table that is also part of the series. DocConfig-dependent elements, such as paragraph spacing defined in the TableSeparatorParagraphs parameter, must be present between continued table members and are considered part of the valid structure. The module reports any instances that do not meet these criteria: * If required separator elements are missing, an “Separator missing between continued tables” issue is raised. * If additional, non-configured elements are present, an “Unexpected content between continued tables” issue is raised. The issues are grouped by tables for easier analysis.	Remove the unnecessary text manually.	Fix Continued Table Separation

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57	Table	Incorrect Continued Table Series	When using Cont'd tables, strict rules apply to the captions of individual sub-tables.	<p>The module verifies all continued table series in the document, checks that the title text remains consistent (with the exception of the first element, which does not require the 'continued' extension), and ensures that the expected field code is present and corresponds to the appropriate table title. The module will list any instances in the results that are found to be incorrect based on these criteria.</p> <p>A valid continued table chain structure consist of a first element with a table title and <n> pcs of continued tables with continued titles.</p> <p>In the case the main table caption is missing in a continued table series an 'Missing main table caption' issue will be raised.</p> <p>In the case of a continued table chain where an continued table title is invalid an 'Invalid continued table title' issue will be raised.</p> <p>If the field code does not meet the expected criteria or no field code exists, an 'Incorrect continued field code' issue will be raised.</p>	Change the non-standard caption back to the caption specified by DocConfig (e.g., "This is the original caption cont'd").	N.A.
58	Labeling	Incorrect Labeling Style Used	The US labeling documents have separated parts with different formatting requirements. These formatting requirements are fulfilled with specific styles for each document part. If the styles are not correctly used, the document layout can be easily corrupted.	<p>The module checks each US labeling document part, and reports:</p> <ul style="list-style-type: none"> - all paragraphs formatted with a paragraph style (or the paragraph part of a linked style) defined for another document part, and not defined for the given document part - all texts formatted with a character style (or the character part of a linked style) for another document part, and not defined for the given document part <p>The issues are grouped by document part and style.</p>	Apply the correct style manually to the text.	Convert Nonstandard Style
59	Numbering and List	Incorrect List Format	If a list is created or edited manually (i.e., not with the OnStyle authoring tools), it can easily attain a nonstandard format: e.g., it might have the wrong indentation or bullet character.	This inspection module finds all lists in the document and checks if their format is allowed by the assigned DocConfig.	Change manually the wrong format or apply a predefined list style.	Reset Paragraph Format
60	Harvard Reference	Incorrect or Missing Reference Year	If the reference paragraph does not contain the year of the publication, or the year is incorrect (e.g., it is in the future), the the Harvard reference inspection modules will not deliver proper results.	Using various methods, OnStyle tries to find the year of publication within a reference. (The module looks for 4-digit numbers less than or equal to the current year). If for some reason it is unable to do that, or the value identified as year does not meet the requirement, it notifies the user.	Add a valid year to the reference paragraph.	Remove Text

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
61	Harvard Reference	Incorrect Reference Section	A list of industry and company standards can apply to the format and usage of the citations and reference lists in the document. A commonly known style of referencing is the Harvard style references which is a so-called 'author/year' references style. OnStyle can find the reference section if it meets some formatting requirements.	The module tries to find the reference section and performs some sanity checks on it. If the sanity check fails, the module reports the issue.	Create a reference section and format it according to the requirements, or bookmark it with	N.A.
62	Special Character	Incorrect Symbol Variant	There are some special characters that have multiple similar representations with different codes. These cannot be used interchangeably. It is recommended to stick with the default version of every character throughout the document to maintain continuity and a standard look.	This OnStyle function searches for characters that represent an allowed symbol, but not with the correct character code. For instance, " and '+' may seem identical, but the former sign, called 'Plus', has a Unicode code point of U002B, while the latter, 'Full-width Plus', represents U+FF0B. The module skips the fields inserted into the document, so does not report if the value of a field (e.g. document property) has an invalid symbol.	Change or delete manually the special character.	Replace Symbol
63	Style and Format	Incorrect Table Content Style	A document may contain table parts, cells formatted with styles that are not the correct ones to be used in tables. When a table content is formatted with incorrect styles, the final appearance of the document will not be uniform. This should be avoided for all tables in a standard document.	The table content style is created for table header and content formatting. This check lists the tables which are formatted with a different style. The issues are grouped by the tables. If a DocConfig is assigned to the document, the tables are checked against the list of allowed styles of the attached DocConfig. If no DocConfig is assigned to the document, the tables are checked against the list of allowed styles of the inventory.	Apply an allowed table style to the text of the table cell, or the whole table can be corrected with the Apply Table Style function.	N.A.
64	Style and Format	Instructional Style Used	Usually, in templates, instructional text is used to describe what each section contains. Instructional texts must be deleted from the document because they break continuity and are of no use for the reader.	The module finds and lists all text written in instructional style.	Remove the text written in instructional style.	Remove Text
65	Link	Internal Hyperlink Target Mismatch	The document can contain internal hyperlinks where the target does not match the hyperlink text. This can happen, for example, upon inserting a table into the document before the targeted table, and the table number gets automatically increased in the original one. Mismatching hyperlink targets makes navigation tiring and unreliable.	The module identifies hyperlinks within the document where the displayed text of the hyperlink points to a table caption, a figure caption or a section heading, but the numerical value in the linked table or figure caption, as well as in the corresponding section heading, does not align with the numerical value found in the displayed text of the hyperlink. Whitespace differences, such as space versus nonbreaking space, do not yield an issue.	Check the number of the target table and correct the hyperlink text.	N.A.
66	Link	Internal Hyperlink with No Target	The document can contain internal hyperlinks that have no valid target. This can happen when the target of an internal link is deleted. Hyperlinks pointing to a bookmark that has been deleted are broken links; they are going to navigate to the beginning of the document, which makes navigation a tiring task.	This module finds the internal hyperlinks within the document that do not lead to a valid target.	Assign a valid target to the hyperlink or remove the hyperlink.	Remove Hyperlink

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
67	Link	Internal Link Not Set	If a text is referring to a table, figure, or section in the same document but is not linked using a hyperlink, the module will report it as a problem. Invoking tables, figures or other sections of the same document should be done using hyperlinks, otherwise navigating the document can become tiring.	The module identifies and reports document parts where the displayed text appears as if were a reference to a table caption, a figure caption or a section heading, but there is no hyperlink added either to the text or the number following the text.	Create the missing internal hyperlink manually by using OnStyle Internal Link tool with Hyperlink type on the selected text.	Scroll to Target
68	Content	Internal Reference Document	The document can contain internal references to other documents which have a document name with predefined format. These references have to be linked to reference section, otherwise the navigation in the document can become complicated.	Module finds all document parts that match the patterns defined in the parameters but the reference formatting is not correct.	Format and link the internal document reference as required.	N.A.
69	Caption	Invalid Caption Heading Level	The numbering of the table and figure captions can be configured to include different level of headings. If the referenced heading level does not exist, or can be found only in a previous section, the table or figure numbering can be easily corrupted. (Either references to an unwanted section, or the field evaluation results an error)	This module finds all table and figure captions which have invalid level switch in Reference field code. The inspection module will result issues only if the table and figure captions are configured to contain heading level references. All captions are reported where the referenced heading level does not exist, or can be found only in a previous section.	The best way to correct this issue manually is to re-create the caption with OnStyle's insert table or figure caption function. In this case only the valid levels will be selectable in the drop-down.	Fix Caption
70	Caption	Invalid Caption Label Text	A Table Figure Caption can easily be formatted incorrectly, with a missing or incorrect caption label text. Using caption labels differently as defined, some useful inspections will not result all issues.	The inspection module checks all paragraphs written with any valid caption style if the label text matches with the specified label text.	You can edit the wrong caption label text manually.	Fix Caption
71	Harvard Citation	Invalid Citation Format	The company style guide contains the required format of the citations. Using a different format breaks the uniform look of the document.	Based on the configuration data, OnStyle generates the valid citation format for each reference. This issue is raised when a citation is found but with a format that does not adhere to the rules.	Edit the citation text manually.	N.A.
72	Harvard Reference	Invalid Reference Paragraph	The Harvard reference paragraphs should have a predefined format. If these format requirements are not met, the Harvard reference inspection modules will not deliver proper results.	When the reference section is located and all preliminary checks are passed, OnStyle starts processing the reference paragraphs to gather the required information from each (i.e., name and number of author(s), year of publication). This process can be fine-tuned by modifying module configuration parameters. If, for any reason OnStyle is unable to process a paragraph, it will raise an issue for it.	Format the paragraph manually according to the predefined format rules.	Remove Text
73	Harvard Reference	Invalid Reference Paragraph Style	In order to run all the inspections of the Harvard reference section, paragraphs must be formatted with specific styles.	The module checks all paragraphs in the reference section, and reports an issue for the paragraphs that are not formatted with one of the allowed styles.	Format the reference paragraph with an allowed style manually.	Apply Style
74	Special Character	Invalid Symbol	The document should not contain special symbol characters other than those allowed by the assigned DocConfig. Nonstandard symbols could cause issues in the document PDF rendering or destroy the clean look.	This module finds and lists all special symbol characters that are not listed in the Symbols tool menu.	Remove or change the invalid symbol character manually.	N.A.

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
75	Labeling	Invalid USPI Document Structure	According to FDA requirements, the US labeling documents shall have a predefined structure with the document parts: Highlights, TOC and FPI (Full Prescribing Information). In order to perform other inspections of the labeling documents, these document parts are to be present in the document.	<p>The module tries to find the three main parts of a USPI labeling document, and reports an issue for each missing or duplicated part.</p> <p>The required parts (Highlights, TOC and FPI) are described with the title text and title style, which are configurable at DocConfig level.</p> <p>All text searches are case insensitive, and the whitespace differences are ignored.</p>	Add the missing document parts to the document manually.	N.A.
76	Content	Language Issue	The document's proofing language should be set to US English, or the language defined in the DocConfig. If certain words or paragraphs are set to a different language, they may not be highlighted by proofing checks even though they are not written in the document's language. This could cause issues later if readers cannot understand what is written in a document.	The module identifies and lists all text in the document that has a proofing language different from the one set previously by the Proofing Language tool or the DocConfig default. It displays the language that is set for each instance of the issue.	Set text language manually to the desired one.	Fix Incorrect Language
77	Link	Link to Dedicated Target	Health authority guidance may require to place active weblinks into the document. The hyperlink text and the target webpage is determined. In case of missing or misspelled active hyperlinks, the document will be rejected.	The module checks if all configured hyperlinks are correct in the document.	Create the hyperlink with Word's hyperlink functions.	N.A.
78	Page	Manual Page Break	Hard page breaks can cause issues if the page break is near the end of a page and content gets inserted prior to the page break. This might cause the page break to slip to a new page and lead to an empty page. It is recommended to use automatic page breaks wherever possible.	This module lists all manual page breaks.	Remove the page or section breaks manually.	Remove Manual Page or Section Break Replace with Soft Page Break
79	Abbreviation Usage	Missing Abbreviation Definition	If an abbreviation is used in the document, the author has to add the description of the abbreviation at the first use of the abbreviation. If this is missed, the document readers may not know what the abbreviation means.	<p>The module identifies and reports all abbreviations that are not defined (having their description added) at their first occurrence in the document.</p> <p>The preferences can be customized to ignore certain document parts, such as headings or captions, where the author may not want to define the abbreviations.</p>	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, add the description of the abbreviation to the first occurrence.	Add Description
80	Abbreviation Table	Missing Abbreviation Table Caption	If the caption of the abbreviation table is missing, document readers may not find the abbreviation table easily, as it may be missing from the TOC .	The module attempts to locate the title or caption of the abbreviation table based on the specified style and text defined in the parameters.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, insert a table title or caption with the expected style and text.	N.A.

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
81	Abbreviation Table	Missing Abbreviation Table Header Row	If the column headings of the abbreviation table are expected, but the header row is missing or not correct, the abbreviation modules will not be able to perform the inspections, or some of the inspections will report false issues.	If the abbreviation table header is set to mandatory and the abbreviation table does not contain a valid header row (meaning the first cell in either the abbreviation column or the description column does not have one of the allowed column header values), the module reports an issue, and selects the first row of the abbreviation table. However, if the header row is defined in the abbreviation table and the 'mandatory' setting for the header row is 'false', no issue is generated.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, insert a header row manually with the expected header texts.	N.A.
82	Caption	Missing Caption	A caption of a table or figure can be missed easily, in case the content is coming from an external source. Tables or figures without captions cannot be referenced correctly in the documents.	The inspection module finds all tables and figures in the document which do not have any caption. The DocConfig defines the expected style(s) of the captions, and defines if the table and figure caption should be placed before or after the table/figure. The module checks the tables and figures and checks the paragraphs before or after the table /figure. The empty paragraphs are skipped, and the module checks the first non-empty paragraph. (Empty paragraph means all paragraphs which are reported as empty by the 'Empty paragraph' inspection) Note: The user can create a table/figure without caption with OnStyle's authoring functions. This module will report these tables/figures as an issue, i.e., OnStyle will not know why the caption is missing.	You can start the OnStyle Insert Table Title or Insert Figure Title function manually.	Insert Caption
83	Caption	Missing Caption Field Code	If the table and figure captions are numbered manually, i.e., without a field code, it can easily result incorrect table or figure numbering.	The module checks all paragraphs of a document written with any of the configured caption styles, and reports an issue if the paragraph does not contain any field code.	Create a caption with Word or OnStyle.	Fix Caption
84	Caption	Missing Caption Fix Part Separator	The fix part separator is the character after the table or figure number. A Table Figure Caption can easily be formatted incorrectly, with a missing caption fix part separator. Using caption labels differently as defined, will break the uniform look of the document body and the tables of contents.	This module finds all captions where the fix part separator is missing. Parts of a caption: "CaptionLabel" "LabelSeparator" "ReferenceFieldCode" "NumberSeparator" "SequenceFieldCode" "FixPartSeparator" "CustomUserDefinedText"	The best way to correct this issue manually is to re-create the caption with OnStyle's insert table or figure caption function, but this issue can be easily corrected by adding the missing separator character.	Fix Caption
85	Caption	Missing Caption Label Separator	The label separator is the character between the caption label text (e.g., 'Table') and the table or figure number. A Table Figure Caption can easily be formatted incorrectly, with a missing caption label separator. Using caption labels differently as defined, will break the uniform look of the document body and the tables of contents.	This module finds the table and figure captions where the Label Separator is missing. (parts of a caption: "CaptionLabel" "LabelSeparator" "ReferenceFieldCode" "NumberSeparator" "SequenceFieldCode" "FixPartSeparator" "CustomUserDefinedText")	The best way to correct this issue manually is to re-create the caption with OnStyle's insert table or figure caption function, but this issue can be easily corrected by adding the missing separator character.	Fix Caption
86	Harvard Citation	Missing Citation Cross-Reference	Company standards may require a cross-reference on the citation pointing to the reference section or to the reference paragraph.	The module can be configured to look for cross-references on each citation. An issue will be raised if no cross-reference is found.	Add the necessary cross-reference to the citation, for example with the Internal link tool of OnStyle.	N.A.

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
87	Harvard Citation	Missing Citation Hyperlink	Company standards may require a hyperlink on the citation pointing to the reference section or to the reference paragraph.	The module can be configured to look for hyperlinks on each citation. An issue will be raised if no hyperlink is found.	Add the necessary hyperlink to the citation, for example with the Internal link tool of OnStyle.	N.A.
88	Harvard Reference	Missing Reference Author	If the reference paragraph does not contain any authors, the the Harvard reference inspection modules will not deliver proper results.	Using various methods, OnStyle tries to find the author(s) of a publication within a reference. If for some reason it is unable to do that, it notifies the user.	Correct the format of the reference paragraph manually.	Remove Text
89	Abbreviation Table	Multiple Abbreviations Listed	If a single cell in the abbreviation table contains more abbreviation or more descriptions, the inspection modules will not be able to report the issues correctly. It is recommended to add one entry in a table cell.	The module reports all cells in the abbreviation table that contain more than one abbreviation or description, indicating the presence of multiple paragraphs within a single cell. If both the abbreviation and description cells contain more than one entry in a row, the entire row is reported as a single issue.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, split the cells containing multiple entries into separate cells.	Split Table Row
90	Harvard Citation	Multiple Citation Cross-References	It is not recommended to place more than one cross-references on the same citation, because it will be hard to navigate to the target.	If a citation has more than one cross-reference - even if they link to the same target -, OnStyle will raise an issue.	Remove all unnecessary cross-references from the citation.	N.A.
91	Harvard Citation	Multiple Citation Hyperlinks	It is not recommended to place more than one hyperlinks on the same citation, because it will be hard to navigate to the target.	If a citation has more than one hyperlink - even if they link to the same target -, OnStyle will raise an issue.	Remove all unnecessary hyperlinks from the citation.	N.A.
92	Style and Format	Narrative Text Formatting Issue	Narrative text (not heading, title, table of contents, table, etc.) is expected to have a common format, with a fixed character font and specific size. If a document contains different fonts with varying sizes, that can make it non-compliant.	The module lists all text that has a font and size different than what is specified in the inventory and is not in a predefined list of paragraph styles and not in a table either.	Change manually the narrative text font family and size formatting as required by using styles.	N.A.
93	Style and Format	Non-black Text	The document can contain text whose text color is not black, for example, external links.	The check identifies and lists text in the document that isn't black, including both directly formatted text and text with non-black style. However, certain styles with colored text shall be excluded; for example, hyperlinks must remain blue, so there is no need to filter them. If the colored text is applied over multiple paragraphs, it is reported as a single issue.	Change the color to black.	Remove Non-black Text Style
94	Special Character	Nonbreaking Hyphen Issue	Using normal hyphens inside a word can cause that the word is split in separate rows in the document.	The inspection module finds all places in the document where normal hyphen is used inside a word (i.e., before and after the hyphen a visible character is written) instead of a nonbreaking hyphen. The whole word is marked as an issue. If a word contains multiple hyphens, it is reported as a single issue. All tables of contents (TOC, LOT, LOF) are excluded from the inspection by default. The following characters are reported as invalid: '\u002d', '\u00ad' and '\u2011'.	Change the normal hyphens to nonbreaking hyphens manually	Change to Nonbreaking Hyphen

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
95	Special Character	Nonbreaking Space Issue	Using spaces between numbers and measuring units can cause that they are split in separate rows in the document.	<p>Module checks if nonbreaking spaces are used where expected.</p> <p>Nonbreaking spaces for larger numbers, e.g., 1 000 000 (including numbers inserted with field codes). If a number contains more spaces, e.g., 1 000 000 000, then it is reported as one issue. If a number is formatted with space, it should be a nonbreaking space. If other delimiter character is used, it is not an issue. However, if the number contains at least one space, the entire number will be reported as an issue, even if other whitespace characters are also present. If a comma is detected inside a number, it is treated as one number, so the comma character can be used as a thousand separator. (This will generate an issue only if there is also a space in the number.) Other characters that are similarly allowed inside numbers: period (decimal point), forward slash, multiplication symbol, semicolon, single or double apostrophe, as well as opening and closing parentheses, brackets, and braces. Only numbers with an absolute value greater than a configurable limit are checked.</p> <p>Nonbreaking spaces between numbers and measuring units. The list of measuring units is stored centrally. The issue text contains the number and the measuring unit.</p> <p>Any configured words, numbers or symbols, as specified in the preferences: <regex> <space> <regex>. These patterns will always match exactly two words, whitespace inside the regex is not supported. If you omit one of the regexes, it will be treated as a wildcard matching anything. The issue text is not only the space, but the the whole expression found.</p>	Change the space to nonbreaking space manually.	Change to Nonbreaking Space
96	Special Character	Nonbreaking Space Missing	The absence of a nonbreaking space (for instance, between numbers and their respective units of measurement) is considered a common typing/authoring error.	The module checks for missing nonbreaking space between the numerical value and the unit of measurement within the document. Additionally, symbols can be defined where a nonbreaking space is expected before or after.	Complete the expression with the missing nonbreaking space.	Add Nonbreaking Space
97	Content	Nonconforming Term	Using different terms for the same thing makes the document inconsistent and hardly understandable for the reader.	The module finds and reports all words and phrases which are configured as nonconforming. The search operates in a case-insensitive manner, and the module locates only complete words when performing the inspection.	Change the term to the allowed one manually.	Change to Standard Term
98	Page	Nonstandard Page Layout	The document can contain pages with unmatching page sizes or margins compared to the page layout defined in the DocConfig. All pages in the document should have the same layout to maintain an even look and prevent problems during printing.	<p>The check finds all sections in the document where the page layout is different from what is defined in the DocConfig.</p> <p>If the page width and height are within 10 twips to the specified one, it will not be reported, however, margins must be set exactly to a twip for the check in order not to be triggered.</p>	Apply a page layout using OnStyle's Page Layout Tool.	Fix Page Layout

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
99	Style and Format	Nonstandard Style Used	The document can contain styles that are not specified in the DocConfig. For example, nonstandard styles can get inserted into the document by copy-pasting content from other documents or websites. Only standard styles should be used in the document to maintain a consistent look and feel.	The module lists all styles used in the document that are not defined in the DocConfig.	If the identified nonstandard style was used in the document, it can be changed to any available standard style using the Styles section. If there are no occurrences in the document anymore, it is recommended to delete the nonstandard style in the pop-up window, which can be accessed by the button in the bottom right corner of the Styles section of OnStyle.	Convert Nonstandard Style
100	Link	Obsolete Cross-Reference	The document can contain cross-reference fields which are not up to date. This can happen if during the creation of the document new Headings Table or Figure Captions are inserted into the middle of the document, and Update Fields function was not run.	Cross-references are inserted into the document for pointing to sections, tables, figures, etc. It might happen that the anchor text of those cross-references is not accurately representing the text of the target. In this case, the cross-reference field must be updated.	Update a field manually simply by right clicking on the field and selecting Update Field from the context menu or run the Update Fields function of OnStyle.	Fix Obsolete Cross-Reference
101	Abbreviation Table	Once Used Abbreviation Listed	The most common rules of abbreviation handling say that an abbreviation is to be inserted into the abbreviation table only if it is used more than once in the document.	If an abbreviation table is found, this inspection module will report all abbreviations that are used only once in the document, regardless of whether they are used as a definition or purely as an abbreviation and highlights the abbreviation table row	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, remove the entry from the abbreviation table manually, and make sure that the abbreviation is mentioned in the document with the description.	Delete Table Row
102	Caption	Orphan Caption	A caption of a table or figure can be easily orphaned, in case their place is reserved by adding the caption, but the related content, i.e. table or figure is missing. Table or figure references in the documents are unusable in this case.	The module checks all table and figure captions in the document based on the caption style definitions of the DocConfig if there is a table or figure below or above the caption (according to the rules defined in the DocConfig). The caption is reported as an issue if the first non-empty paragraph before or after the caption is not a table or figure.	You can use the OnStyle Create Table or Create Figure tool to have a proper table without orphan parts.	Remove Text
103	Content	Page Number Missing	Company style guides and HA rules usually require the presence of the page number on each page of the document. The title page may act as an exception for certain document types.	The module reports all sections of the document where the header or footer does not contain a page number. Only the built-in MS Word field is accepted as a page number. The page number can appear on any part of the document header or footer.	Add the page number manually to all sections, or use OnStyle's Header/Footer Manager tool to select a pre-defined header or footer available for the current DocConfig.	N.A.
104	Page	Page Size Not A4	The A4 layout is widely utilized and endorsed by standards, thus it is considered good practice for every page of a document to adhere to the A4 layout.	The module checks the layout settings of the document sections and reports deviations from the standard A4 layout. If the page width and height are within 10 twips to the A4 layout, it will not be reported.	OnStyle provides an excellent tool for setting the page size of either the entire document or any individual section to standard, accepted sizes. Additionally, Microsoft Word's built-in solution can also be utilized.	Fix Page Layout

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
105	Page	Page Size Not Letter	The Letter layout is widely utilized and endorsed by standards, thus it is considered good practice for every page of a document to adhere to the Letter layout.	The module checks the layout settings of the document sections and reports deviations from the standard Letter layout. If the page width and height are within 10 twips to the Letter layout, it will not be reported.	OnStyle provides an excellent tool for setting the page size of either the entire document or any individual section to standard, accepted sizes. Additionally, Microsoft Word's built-in solution can also be utilized.	Fix Page Layout
106	Style and Format	Paragraph formatting applied	The document contains directly formatted paragraphs.	This module finds and lists all places in the document where the format of the paragraph is changed by applying paragraph formatting.	Consider to remove manually the paragraph formatting.	Clear Paragraph Formatting
107	Content	Placeholder Text	The document contains special character combinations, that are used as placeholders for the product/component identifiers, for example, three X's to note; a value is yet to be added in the field. These placeholders need to be replaced in the final document because they merely indicate the place of the information but do not represent it.	This module finds and lists all character combinations that are probably used as placeholders in the document. Typical placeholder character combinations are XXX, xxx, AAA, etc., but the module skips the commonly used 'www' and 'lll' strings. Placeholder texts can be defined in the preferences. The module searches the specified characters as a whole word.	Replace the placeholders with the identifiers or insert a custom text that fills the placeholders' space.	Remove Text
108	Diagnostic	Protected Document	Password protected documents are not allowed in submissions.	This module checks if the document is password protected.	Go to File > Info > Protect Document > Encrypt with Password, then clear the password in the Password box, and click OK.	N.A.
109	Diagnostic	Read-Only Content Control	If the document contains read-only content control parts, OnStyle cannot fix any issue inside these document parts.	The inspection module generates an issue for all content control objects which are set to read-only. The issue text is the first few characters of the content. The module has the configured permission to work on read-only content controls.	The read-only protection can be removed in the Developer ribbon, Controls group, Properties.	Remove Read-Only Protection
110	Diagnostic	Read-Only Mode	The document can be set to open in read-only mode. The author is prompted to choose how to open the document after it's opened.	This module verifies the status of read-only mode in the current document.	Open the document in read-only mode and disable the status manually in File > Info > Protect Document > Always Open Read-Only option or remove the Mark as Final flag. The File > Save As is also applicable to make a copy of the read-only document.	N.A.

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
111	Caption	Receding Caption	A caption and the table or figure may be separated and may be placed on different pages. It can easily happen in case the styles of the caption and the content are not linked logically. Table or figure references in the documents point to another page than the content itself.	<p>If the table and figure captions are expected above the table/figure:</p> <p>The module checks all table/figure captions (based on the style defined for the captions) if the paragraph property 'keep with next' is switched on for the paragraph. If not, this will be reported as an issue.</p> <p>If the table and figure captions are expected below the table/figure:</p> <p>The module checks all figures if the figure holder paragraph has the the paragraph property 'keep with next' is switched on. If not this will be reported as an issue.</p> <p>The module checks all tables if the last row of the table has the the paragraph property 'keep with next' is switched on. If not this will be reported as an issue.</p>	You can use the OnStyle Create Table or Create Figure tool to have a proper table without orphan parts.	Bind Caption
112	Harvard Reference	Reference Section Order Issue	According to the standards, the literature reference sections are to be sorted by the first author and the year of publication.	The paragraphs in the reference section must be sorted in a special alphabetical order, in which the combination of the first author's name and the year of the publication provide the order. Should there be any discrepancy, one issue will be raised for the whole section.	Order the paragraphs manually by the first author and the year of the publication.	Sort References
113	Abbreviation Table	Repeating Abbreviation Table Entries	If the abbreviation table contains duplicated entries, some of the inspections will not be able to report the issues correctly.	The module reports any duplicated entries in the abbreviation table, and if both the abbreviation and the description are duplicated within a single row, the entire row will be reported as a single issue.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, remove the duplicated lines manually. Change the duplicated abbreviations to different values.	Delete Table Row
114	Special Character	Repeating Whitespaces	The document might contain repeating whitespace characters.	<p>This module identifies all text containing sequential whitespaces that exceeds the configured allowable amount. The characters to be detected is centrally defined. By default space, tab nonbreaking space, line break, optional hyphen are treated as whitespaces.</p> <p>It is also configurable to exclude certain styles from the check, and the minimum occurrence threshold can also be adjusted from its default value of 3</p>	Remove the repeating characters manually.	Remove Unwanted Whitespaces
115	Diagnostic	Restricted Access	The document access can be restricted for users, which is not recommended in final documents.	This module verifies the status of restricted access in the current document.	Remove the document restrict access status manually in File > Info > Protect Document > Restrict Access option	N.A.
116	Diagnostic	Restricted Editing	The document editing can be restricted, which is not recommended in final documents.	This module checks whether the restricted editing is prepared or enabled on this document.	Disable the restricted editing manually under File > Info > Protect Document > Restrict Editing option.	N.A.

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
117	Labeling	RMC Issue	The structure of the US Prescribing Information document is regulated in 201.56(a) and (d) and 201.57. If the requirements about the place and format of the RMC (Recent Major Changes) section are not met, it could lead to a rejection of the document.	The module checks if the RMC section is present in the Highlights section of a USPI document, starting with a preconfigured heading text (e.g., "RECENT MAJOR CHANGES") and containing text-based information along with its corresponding date data in table or table-like format.	Create the RMC section manually to comply with the requirements or use OnStyle's Headings tool and Tables tool to create the section.	N.A.
118	Content	Special Keyword Used	The document might contain specific words (e.g., "draft") that the user does not wish to leave in the final version.	The module finds all text that matches the keyword(s) configured. Looks for whole words only. The search is case insensitive.	Check the document around this keyword and do the necessary corrections or simply remove the keyword.	Remove Text
119	Style and Format	Standard Style Missing	It is possible that the document does not contain a style defined as a standard style by the DocConfig, which may prevent it from being used during editing.	The module checks whether the styles defined by DocConfig are available in the given document and reports any missing style as issue. It can be assumed that a missing style was either deleted during editing or not imported due to a partial DocConfig assignment applied earlier.	Assign the desired DocConfig again.	Add Missing Standard Style
120	Style and Format	Standard Style Modified	If a DocConfig is assigned to a document, it is not recommended to change the styles defined in the DocConfig, because the final appearance of the document will not be correct. Without knowing the exact settings of the expected styles, it is hard to recognize deviations.	This OnStyle function compares the assigned styles of the DocConfig, and the ones used in the document itself and lists the differences. If linked styles are used in the current document, but DocConfig contains Paragraph or Text style type then it is not considered as an issue because linked style covers the simple ones.	Apply restore styles function will reset all preconfigured styles that belong to the particular document configuration.	Fix Changed Style
121	Style and Format	Strikethrough Text	The document might contain text that has Strikethrough formatting. These text items must be removed from the final document.	The check finds and lists all text that has been formatted with a strikethrough. The issues are separated by the paragraph marks and table cells.	Remove the strikethrough parts manually.	Remove Text Remove Strikethrough
122	Style and Format	Style to Avoid	The document may contain placeholders or information for the authors written with a specific style. These texts should be removed before the document finalization.	The module finds all texts written with the styles listed in the parameter. The issues are grouped by the style.	Remove the text manually or apply a different style.	Remove Text Convert Nonstandard Style
123	Special Character	Symbol in TOC Source	It is not recommended to use symbol fonts or special characters in headings that appear in the TOC because it can cause issues during the rendition generation. It only impacts characters that were inserted as Symbol font.	This module lists all headings and captions which are used as a source any of the TOCs, and contain symbols or special characters.	Remove the special characters from the Headings and refresh the table of contents.	Remove Text
124	Table	Table Header Row Not Repeating	If the table does not have the header row set to repeat and it exceeds one page, users might not see what each row represents. Therefore, it is advisable to have this option enabled for all tables.	This module lists the tables that do not have their heading rows displayed on every page. The Inspection Results dialog does contain an internal technical ID of the table and can differ from the table title visible in the document.	Change the table's properties accordingly with Word's built-in functions.	Set Table Header Row to Repeat
125	Table	Table Not Fitting to Page	Tables with width parameters not set correctly might extend over the margins or, in other cases, not utilize the available width of the page. Further issues can surface when a page gets rotated, but the table does not follow the changed page width parameters. These issues occur when a table is not set to Fit to Page.	This module lists the tables where the width needs to be set properly to Fit to Page (from the left margin to the right margin). The Inspection Results pane contains an internal technical ID of the table and can differ from the table title visible in the document.	Set the table property to adjust the width to Fit to Page manually with Word's built-in functions.	Set Table to Fit to Page

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
126	Table	Table Not Inline	In a document, tables may be inserted with text wrapping, which can lead to various issues, such as disrupting text flow and document consistency. Formatting challenges may arise, such as the table shifting positions or not appearing in the desired location during PDF conversion. Additionally, navigating the document can become more problematic. Overall, these problems significantly impact the document's professionalism and prevent it from meeting established standards.	This module lists all tables that are formatted with text wrapping 'Around' table property.	Set the text wrapping option to "none" within Table Properties.	Set Table Inline
127	Table	Table Split Across Pages	Long tables in the document may require a table caption in all pages. It can be time consuming to find all long tables on the document manually.	The module finds all tables in the document that have the first and last row on different pages in the document. The module checks each table with the current page settings and orientation. If tracked changes are present in the document, the module checks the tables with the view setting 'No markup', i.e., if all tracked changes were accepted. The content of the issue text is the corresponding table identifier.	Go through the document and search for the large tables manually. Split them with Word's 'Split Table' function.	N.A.
128	Table	Table with Row Break across Pages	A document may contain tables that have rows set to break across pages. When a table row is set to break across pages, information can become hard to find since it is on the previous page. This should be avoided for all table rows.	A property of the table is controlling whether a table row can split on different pages. This module checks whether this setting is set to false. This is recommended, because this way, the table has increased visibility. The Inspection Results pane contains an internal technical ID of the table and can differ from the table title visible in the document.	Adjust the table's properties so that row splitting is disabled.	Set Table Row Not to Break across Pages
129	Style and Format	Table with Small Font Size	A document can contain tables with small font entries. Small text in tables break the uniformity of the table. The DocConfig contains the minimum allowed table font size.	This check lists all occurrences of text in tables where the font size is smaller than what is specified in the Preferences dialog. An exclusion list can be set for certain special characters (Nonbreaking Space, Nonbreaking Hyphen, Soft Hyphen, Tab) and if these characters have font sizes below the specified value, they will not be raised as an issue.	Change the font size of all cells in the table to at least the minimum recommended size with the standard Word function.	Set Table Cell Font Size
130	Diagnostic	Textbox Present	The usage of a textbox in a document can lead to various formatting, printing, and PDF conversion errors and issues, therefore it is advisable to avoid using them. Some OnStyle modules fail to perceive the content of the textboxes, thereby resulting in incomplete issue detection and elimination within the document.	The module locates and reports all textboxes within the document. The issue navigates to the location of the textbox occurrence. The issue text in the inspection result window contains the textual content of the respective textbox.	Identify and remove the textbox manually. If necessary, copy the textual content of the text box and paste it into the document after deleting the enclosing textbox, using the desired style.	N.A.
131	Diagnostic	Track Changes	The document has the option to Track Changes. Before finalizing a document, all pending document revisions must be reviewed (either accepted or rejected), and Track Changes must be turned off.	This module finds whether the Track Changes is enabled on the document.	Disable Track Changes manually in the review tab.	Disable Track Changes

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
132	Diagnostic	Tracked Change Not Anonymized	Whenever a user adds a tracked change to a document, the name of the user can be visible in the track change entry. For security reasons it is not acceptable if the document is planned to be sent outside of the company.	<p>The module reports all track change entries where the author of the change is not anonymized, i.e. the author is not one of the allowed authors. The issues are grouped by the authors of the tracked changes.</p> <p>Some issues do not have ranges. This typically happens when a tracked change only contains formatting changes. In this case the issue is displayed as "Issue with no range".</p>	There is no easy solution for changing the author of a tracked change entry manually.	N.A.
133	Abbreviation Usage	Trivial Abbreviation Defined	There are commonly known abbreviations, like USA or FDA These are called trivial abbreviations and need not to be defined in the document body.	This module checks if any of the trivial abbreviations is defined based on the description in the trivial abbreviation list. If so it reports an issue.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, remove the description of the abbreviation, or remove it from the list of trivial abbreviations.	Delete Description Remove from Trivial
134	Abbreviation Table	Trivial Abbreviation Listed	There are commonly known abbreviations, like USA or FDA These are called trivial abbreviations and need not to be added to the abbreviations table.	The module checks all entries in the abbreviation table to see if they are present in the list of trivial abbreviations. Entries in the list of trivial abbreviations may be flagged as allowed in the abbreviation table. If this flag is not set, the entry in the abbreviation table will be reported as an issue.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, remove the abbreviation either from the abbreviation table or from the list of trivial abbreviations.	Delete Table Row Remove from Trivial
135	Abbreviation Usage	Unlisted Abbreviation	Whenever an abbreviation is used in the document more than one times, it has to be listed in the abbreviation table. If this is missed, it breaks the standard document authoring rules.	The module searches the document for abbreviations which are not listed in the abbreviation table, but they are used at least two times. The base of the search is the list of frequently used abbreviations.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, add the abbreviation and its description to the abbreviation table.	Update Abbreviation Table Add as Trivial
136	Special Character	Unnecessary Whitespace	Using spaces within an expression can frequently disrupt visual coherence and in certain instances result in their separation into distinct rows within the document.	The module checks for the presence of unnecessary whitespace within the text, where the use of whitespace shall be avoided.	Remove unnecessary whitespace manually.	Remove Text
137	Abbreviation Table	Unused Abbreviation Listed	If the abbreviation table is copied from another document, it may occur that the table contains abbreviations which are not mentioned in the current document. Such errors are hard to find manually in the document.	The module identifies and reports all rows in the abbreviation table where the abbreviation is not used or defined anywhere else in the document.	If the prerequisite is missing, use the 'Create Abbreviation Table' tool. Otherwise, remove the unnecessary entry from the abbreviation table.	Delete Table Row
138	Diagnostic	Unused Bookmark	The document can contain unused bookmarks, meaning, no reference is assigned to a particular bookmark. Unused bookmarks may appear, e.g., when the TOC is deleted. If there are lots of unused bookmarks, there is a higher chance of performance issues or crashes occurring during PDF rendering.	The module lists all bookmarks which do not have any reference in the document pointing to it. Users can navigate to the bookmark mentioned. Module skips the bookmarks generated by OnStyle for different purposes. The name of these bookmarks always starts with "ONS".	Remove the unused bookmarks manually.	Remove Unused Bookmark

#	Family	Module name	Problem	Module Description	How To Fix Manually	Correction name
139	Style and Format	Unused Nonstandard Style	The document might contain styles that are both nonstandard and unused. These styles bloat the document with unnecessary content and increase the risk of accidentally applying nonstandard styles. A style is considered nonstandard if it is not defined in the DocConfig.	The check lists all styles that are not defined in the DocConfig and not used in the document. Let us suppose someone pasted a text that was written with a style named InvalidStyle, then deleted the text. Even though the style is not used, the tool will still report it.	Consider to remove the unnecessary styles from the document.	Remove Unused Style
140	Harvard Reference	Unused Reference Paragraph	Copying and pasting the whole reference section from another document may result that references are listed which are not cited in the document.	Once the author(s) and the publication year are collected, OnStyle builds a large set of possible citation formulas, and searches through the document for the occurrence of any of them. If it cannot find a citation for a reference, it will raise an issue.	Remove the reference paragraph, or add a citation into the document body.	Remove Text
141	Page	Watermark Present	The document can contain watermark images. These images are not allowed in submission documents.	This module filters the watermark images.	Remove watermarks from the document by using Word's built-in function in the Design ribbon.	Remove Watermark
142	Link	Weblink Present	The document can contain external weblinks, even if they are not formatted with Hyperlink style. External weblinks can cause security issues; therefore, it is highly recommended to eliminate them.	This module finds all weblinks in the document, even if their style differs from the hyperlink format. The weblinks configured as optional or mandatory are excluded from this module.	Make sure the external hyperlink is really needed for the external document. If it is not, delete it.	Remove Hyperlink