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| **Proofreading Checklist** | |
| **Print** | |
| Choose a clear font and size. Set line spacing to 1.5 or 2 |  |
| Read s l o w l y – start with the bottom paragraph and work up |  |
| **Spelling** |  |
| List any unusual spellings that appear in quoted material, these should appear as they are in the original: |  |
| List the spellings of names or organisations – check that you have spelled them accurately and consistently: |  |
| **Punctuation** | |
| Full-stops |  |
| Check opening quotes/brackets have a closing quote/bracket |  |
| **Check Headings** | |
| Check you have been consistent with capitalisation in headings |  |
| Check that the heading of each section matches exactly what appears in you contents page (and/or if you have referred to sections within your writing) |  |
| **Illustrations/graphs/charts** | |
| Titles |  |
| Labels/Key – for charts, graphs and maps |  |
| Numbering – should your illustrations be numbered? |  |
| Caption required? |  |
| Have you referred to this illustration in your text? |  |

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| **References** | |
| Check that each citation in your text has a reference in the references section |  |
| Check that each item in your references section *has* been referred to in your text |  |
| Check that the capitalisation, order and punctuation you have used matches the referencing style you have been asked to use |  |
| Alphabetical order |  |
| Page number required?  If you have quoted material your reference should include the page number |  |
| **Search and Replace** | |
| List the spellings and other errors you need to correct throughout your document: |  |
| **Make corrections in Word document** | |
| Check the document language is set to English (United Kingdom) in Word |  |
| Use Search and Replace function in Word |  |
| Use Spelling and Grammar check in Word |  |
| Read aloud or use Read & Write |  |
| **Presentation / Style** | |
| Make sure you have complied with any instructions from your tutor regarding the presentation of your assignment (check your module handbook, Blackboard, class notes) |  |
| Line spacing |  |
| Justification/alignment |  |
| Heading style |  |
| Font style and size |  |
| Page numbering – usually required |  |