

Proofreading checklist

Print	
Choose a clear font and size. Change paragraph spacing to 1.5 or 2.	
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 consistently.	
Punctuation	
Full-stops	
Ensure opening quotes or brackets have a closing quote/bracket.	
Check Headings	
Make sure 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:	
Title	
Labels/Key – for charts, graphs and maps	
Numbering – should your illustrations be numbered?	
Caption required?	
Have you referred to this illustration in your text?	

References	
Check that each citation in your text has a reference in the references section. Check that each item in your references section <i>has</i> been referred to in your text.	
Style – check that the capitalisation, order and punctuation you have used matches the 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 document	
Use Search and Replace function in Word Use Spelling and Grammar check in Word Read aloud or use Read&Write	
Presentation	
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, size	
Page numbering – usually required	