

## Proofreading

Proofreading is *reading* and checking:

grammar

spelling

punctuation & capitalisation

references

presentation and layout

(Note: Editing is part of the *writing* process and comes *before* proofreading.)

## How to Proofread

- Print it out – 1.5 or 2 line spacing.
- Read your work in sections. Work a paragraph at a time. Work from the bottom up.
- Read S L O W L Y
- Mark the margin alongside any errors, then highlight the errors.
- Mark changes – you can use Search and Replace to correct the same error several times over, so you only need to note it once.
- Use a [checklist](#) – look for just one or two things at a time.
- Add to your checklist for next time. Save a copy then personalise it to reflect the kinds of errors *you* make.

(<http://eshare.edgehill.ac.uk/id/document/23984>)

## Making Corrections

- Use Search and Replace in Word
- Do a final grammar and spell check
- Read out loud or use Read & Write Gold to hear your assignment read to you.
- Or there are apps – NaturalReader
- Finally, once all corrections are made, check that you have used the font, size, spacing, alignment specified by your tutor and add elements such as page numbering, contents page, headers & footers.