

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