

Proofreading Checklist

Before starting to proofread, remember to check that the proofing language is set to 'English (United Kingdom)' in Word (Review > Language > Set Proofing Language).

Proofreading Checklist		✓
Spelling, Punctuation and Grammar (SPaG)		
Spelling		
Amend any commonly misspelled words (e.g., change seperate to separate).		
Use the correct homophone (e.g., there, their, and they're).		
Correct any commonly confused words (e.g., affect and effect).		
Capitalise proper nouns (e.g., Paris, Olympic Games, William Shakespeare, Nike).		
Write acronyms out in full the first time they are mentioned, with the corresponding abbreviation in brackets, e.g., World Health Organisation (WHO). This acronym can be used subsequently.		
Avoid using abbreviations (e.g., use 'feedback' rather than 'f/b').		
Punctuation		
All sentences should end with appropriate punctuation (e.g., full stop, question mark, etc.).		
Opening brackets should also have closing brackets (e.g., like this!).		
Use apostrophes to demonstrate possession (e.g., The student's placement setting).		
Grammar		
Check that tenses are consistent throughout.		
Referencing		
Ensure you have used the correct referencing system for your course.		
Accurately reference all in-text paraphrases and quotes (including the author's name and the date the source was published).		
Ensure appropriate use of 'et al.' after the first author's surname when required (check requirements for your referencing system)		
Enclose quotes in quotation marks and check that page numbers are included in the citation (if available).		

Proofreading Checklist		✓
Ascertain the maximum number of words or lines allowed for a quote (this varies between referencing systems).		
Confirm that all cited sources are in the reference list, and appear alphabetically.		
Every entry in the reference list should also be cited in the text (do not include any entries that haven't been cited).		
Formatting		
Check your module handbook for any guidance on specific formatting requirements.		
Include the title of your assignment (and a cover page if required).		
Font		
Ensure that the font you use is accessible and easy to read (e.g., Arial, Calibri, Tahoma, or Verdana).		
Font size should be a minimum of 12 (check any specific requirements for your assessment).		
Spacing and alignment		
Line spacing should be enough to ensure that your text is readable (e.g., 1.5 or 2 spacing).		
Text is usually formatted using 'align left' as this makes it easier to read (Ctrl +A to highlight all, then Ctrl+L to align left).		
Headings and subheadings		
Headings and subheadings should be consistent throughout your work (e.g., capitalisation of specific words).		
Ensure that section headings or subheadings match any information provided in the contents page.		
Graphs, charts, tables, and images		
Clearly label and number all graphs, charts, tables or images.		
Any graphs, charts, tables, or images that you have included in your work should also be referred to in the text (e.g., For more detail see Table 3).		

It is almost impossible to spot all the errors in your own work. Using a range of **proofreading techniques** such as this **checklist** and [assistive technologies](#) such as **text-to-speech software**, can help you to pick up any errors that you have missed.