Proofreading checklist

Name of assignment: _____

Things to check	Tips
☐ Run a spell check and grammar check in your word processor.	☐ Carefully check the suggestions you get from the spellchecker and grammar checker before accepting them. The computer is not always right.
☐ Check for typos and the correct spelling of words, e.g. cite vs site.	☐ Read through your work starting from the last sentence and working backwards. You're more likely to notice errors that way.
☐ Check whether any words or punctuation are missing.	☐ Use a dictionary or learner's dictionary for help with technical terms you're not sure about.
☐ Read the text aloud and listen for inconsistencies and mistakes.	☐ Go to the Library Referencing and Citation guide for specific referencing style information.
☐ Check that all sentences are grammatically complete (see Sentences guide).	
☐ Check punctuation marks (especially apostrophes, parentheses, commas, and quotation marks) to make sure they're in the right places.	
☐ Check that plural subjects have plural verbs, and that singular subjects take singular verb forms.	
☐ Look for slang or colloquial terms or contractions and swap them for more formal words.	
☐ Check your use of technical or specialised terms.	
☐ Check in-text citations and reference list are formatted correctly.	
☐ Ensure every in-text citation appears in the reference list, and vice versa.	
☐ Check that any tables, graphs, or illustrations are labelled and appear in the appropriate place.	
☐ Check that page numbers, headings, and any other special formatting are correct and visible.	