ASSIGNMENT SKILLS
EDITING/PROOFREADING CHECKLIST

Last updated 19 FEB 2021

For effective proofreading, make sure you've ticked off all the boxes in the following checklist.

Content - what the document says

☐ Is the essay title appropriate for the topic and content?

☐ Is all material included accurate, relevant, and up-to-date?

☐ Have you used technical terminology correctly and explained it if necessary?

☐ Have you spelled out all acronyms in the first instance you use them?

☐ Have you given sufficient definition, clarification, illustration, or examples of complex concepts?

☐ Is your argument logically sound and supported by evidence?

☐ Have you appropriately acknowledged your sources?

☐ Have you omitted everything that is irrelevant?

Structure - how the content is organised

☐ Does every paragraph have clear topic and wrap sentences?

☐ Are the main points easily identifiable by the reader?

☐ Are paragraphs adequately developed to support main points?

☐ Are there adequate transition markers between paragraphs and sentences?

☐ Does the introduction adequately prepare the reader for the middle paragraphs?

☐ Does the conclusion draw together the main points?

Style - how the content is expressed

☐ Can each sentence be understood on the first reading?

☐ Are any sentences too long, complex, or awkwardly constructed?

☐ Is your writing clear and concise?

☐ Have you varied sentence length to add interest to your writing?

☐ Have you used language appropriately and unambiguously?

Note: poor style often shows up when you read your work out loud.

Editing/proofreading checklist

Mechanics - writing conventions

☐ Is your spelling correct?

☐ Is capitalisation correct?

Is your grammar correct? Check that:

☐ Sentence subject and verb agree.

☐ Pronouns and antecedent nouns agree.

☐ Active or passive voice is consistent.

☐ You have used parallel construction correctly.

☐ There are no misrelated modifiers.

☐ Prepositions and articles are correct.

☐ Verb tenses are correct and consistent.

☐ The syntax (word order) follows English conventions.

Is your punctuation correct? Check that:

☐ Commas serve correct structural function.

☐ There are no comma 'splices' or run-on sentences.

☐ Commas are correctly used with 'which' and 'who'.

☐ Apostrophes are used to indicate possession, not plurals.

☐ Colons (:) and semi-colons (;) are correctly used.

☐ Quotation marks (') or (") are used consistently.

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Format - how the document looks

Have you followed academic guidelines? Check for consistency in:

☐ Type font and size (for example Times New Roman size 12)

☐ Line spacing (for example 1.5 or double spaced)

☐ Margin width

☐ Paragraph indentation

☐ Page numbering

☐ Headers and footers.

Referencing - acknowledging sources

☐ Have you acknowledged everything that has to be acknowledged?

☐ Where you have quoted directly, have you done so accurately?

☐ Have you correctly applied your referencing style (Chicago, Vancouver, APA, etc.)?

☐ Have you included all texts you have cited in your reference list?

☐ Have you included all texts you have consulted in your bibliography (if applicable)?

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