

Proofreading Checklist

Format	<input type="checkbox"/> Page margins correct and consistent <input type="checkbox"/> Title (and subheads, if present) correctly placed and capitalized <input type="checkbox"/> Header and/or footer text present and correct, if needed <input type="checkbox"/> Name, date, and class information present and correctly placed <input type="checkbox"/> Page numbers present and correctly placed <input type="checkbox"/> Paragraphs correctly formatted and consistent <input type="checkbox"/> Font, type size, and line and word spacing correct and consistent
Capitalization	<input type="checkbox"/> First word in each sentence capitalized <input type="checkbox"/> Proper nouns and adjectives capitalized
Usage	<input type="checkbox"/> No fragments or run-on sentences <input type="checkbox"/> Subjects and verbs agree; verb tense consistent <input type="checkbox"/> Pronouns and antecedents clear; subject and object pronouns correct <input type="checkbox"/> No dangling or misplaced modifiers
Punctuation	<input type="checkbox"/> End punctuation present and correct for all sentence types <input type="checkbox"/> Commas correct: lists, dates, place names, compound and complex sentences <input type="checkbox"/> Apostrophes correct for possessives (<i>Amy's</i>) and contractions (<i>isn't</i>) <input type="checkbox"/> Quotation marks, commas, and end punctuation placed correctly in quotations and dialogue
Spelling	<input type="checkbox"/> Words with suffixes: check accuracy of single or doubled consonants <input type="checkbox"/> Words with prefixes: base word spelling not altered <input type="checkbox"/> Frequently confused words (e.g., <i>their/there/they're</i> , <i>your/you're</i> , <i>to/two/too</i> , etc.) <input type="checkbox"/> Frequently misspelled words (e.g., <i>believe</i> , <i>definitely</i> , <i>judgment</i> , etc.) <input type="checkbox"/> Personal spelling weaknesses
Graphics and Multimedia	<input type="checkbox"/> Visual, audio, or other media links are placed near corresponding text <input type="checkbox"/> Captions are present and correct <input type="checkbox"/> Internet links (URLs) are placed correctly and are live
References	<input type="checkbox"/> In-text citations, endnotes, or footnotes present and correctly placed <input type="checkbox"/> Works Cited or References page present <ul style="list-style-type: none"> <input type="checkbox"/> Each necessary element of citations present and correct <input type="checkbox"/> Entry formatting correct and consistent (MLA, APA, or teacher-specified), including punctuation and styling
Editing Errors	<input type="checkbox"/> No repeated, missing, or misplaced words <input type="checkbox"/> No typos in recently added text <input type="checkbox"/> No extra or missing spaces <input type="checkbox"/> No extra or missing punctuation