



Proofreading checklist

Name of assignment: _____

Things to check

- Run a spell check and grammar check in your word processor.
- Check for typos and the correct spelling of words, e.g. cite vs site.
- Check whether any words or punctuation are missing.
- Read the text aloud and listen for inconsistencies and mistakes.
- 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.

Tips

- Carefully check the suggestions you get from the spellchecker and grammar checker before accepting them. The computer is not always right.
- Read through your work starting from the last sentence and working backwards. You're more likely to notice errors that way.
- Use a dictionary or learner's dictionary for help with technical terms you're not sure about.
- Go to the Library [Referencing and Citation guide](#) for specific referencing style information.



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Kim Heckenberg (Manager)
Linda Parker (Manager)
Tahlia Birnbaum
Tae McKnight
Beverley Miles
Sara Perley

Katrina Trewin
Claire Urbach
Anna Wallace
Fiona Webber
Lisa Worthington