



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.



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.



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)?