
PROOFREADING AND EDITING CHECKLIST

Proofreading is an essential task when writing. Without proofreading spelling, grammar, and factual inaccuracies can slip by.

STEP 1. READING THE CONTENT

Once you've written your content, go back and read it again after taking a break. Make sure all the "must-haves" are there.

STEP 2. SPELLING AND GRAMMAR CHECK

While many people rely on a word processor to do spelling and grammar checks, these tools aren't foolproof. Give your text a manual read. Go slowly and look for typos and errors.

STEP 3. LINKS AND CITATIONS

As you proofread check your links for accuracy. Also, remember to check your sources for the accuracy of the author, title, publication year, and page numbers.

STEP 4. CHECK FORMATTING

Make sure as you are proofreading that everything is formatted correctly. Strong headers, sentence structure, and layout.

FINAL TIPS:

- Print a hard copy and have a friend review
- Take step away before the final review

