

Proofreading Checklist

Use this checklist to ensure that your paper or article is error-free before you click “submit.”

Spelling:

- Run spell check for misspelled words.
- Read closely to catch misspellings that spell check cannot (for example, when I first typed this sentence I accidentally typed “hat” instead of “that.”)
- Words with alternate spellings are spelled consistently (e.g., canceled vs. cancelled)

Usage:

- Many words sound similar to others but have different meanings (e.g., principle vs. principal). Be sure that you are using the correct word.
- Other commonly confused words are used correctly (e.g., less vs. fewer, who vs. whom, that vs. which).

Mechanics

- All sentences end with appropriate punctuation.
- Spacing between sentences is consistent and aligned with the applied style.
- Spacing before and after all punctuation is correct (e.g., no spaces around dashes, one space after a colon, no spaces with internal periods in an abbreviation).
- There is no extra spacing between words.
- Punctuation marks such as commas, periods, question marks, semi-colons, and colons are placed correctly relative to quotation marks and citations.
- “Straight” vs “curly” apostrophes and single and double quotation marks are used consistently
- Hyphens, en dashes, and em dashes are used correctly.
- Commas, semi-colons, and colons are used correctly.

Formatting

- Spacing between paragraphs is consistent.
- Line spacing (e.g., single or double spacing) is consistent.
- Paragraphs are indented consistently.
- Font (including size and color) is consistent throughout the document.
- Paragraph alignment is consistent (e.g. right align, center, justify).

Citations and references

- Citations and references are aligned: Author’s names and dates are the same and all cited sources appear in the reference list.
- URLs and DOIs link to the source.