

Editing and Proofreading Checklist

Editing for Content

- Have I *answered* the actual question?
- Is what I have to say *interesting*?
- Does my *introduction* grab the reader's attention?
- Do I explore the topic in sufficient *depth*?
- Have I included a high level of *detail* and concrete *evidence*?
- Are all the details and evidence *relevant*?
- Do I offer specific *insights* rather than generalizations and clichés?
- Does my *conclusion* make an impression on the reader and answer the question "So what?"

Editing for Structure

- Is it easy to identify the overarching *theme*? Is it actually articulated?
- Is the *thesis statement* clearly identifiable and well expressed?
- Are the theme and thesis put in *context*?
- Do the paragraphs *flow* smoothly?
- Are there any *gaps* or *jumps*?
- Does each point *build* upon the previous point?

- Are any of the *paragraphs* too long? Too short?
- Does each paragraph have a *topic* sentence?
- Are the *transitions* clear and easy to spot?
- Are the details, evidence, and discussions well *integrated*?
- Is the essay *clear* and *coherent*?
- Is the structure "*visible*" in terms of introduction, body, and conclusion?
- Does it have *impact*?

Editing for Style

- Is the style *consistent throughout*?
- Are the sentence constructions *varied*?
- Is the *vocabulary* interesting and precise?
- Is the *voice* active rather than passive throughout?
- Have I avoided using too many *adjectives* and *adverbs*?
- Is the *tone* appropriate for the assignment and topic?
- Is my *own* voice evident throughout without the use of "I"?
- Have I included enough *quotations*? Too many?
- I have conveyed *confidence*, *enthusiasm*, and *passion*?

Proofreading for Language

- Have I run *spell check*? (Note the red lines.)
- Have I paid attention to *grammar check*? (Note the green lines.)
 - Is subject/verb agreement correct throughout?
 - Is each sentence complete? No fragments!
 - Is the pronoun reference correct throughout?
 - Is the parallel structure correct throughout?
- Have I used any words too *often*? Use the thesaurus function.
- Have I left *out* any words? Read aloud, slowly, pointing to each word.

Proofreading for Punctuation

- Is the use of *commas* correct throughout?
 - Separating two complete thoughts in a sentence
 - *The author was born in Ireland, and she was raised in a tiny village off the northeast coast.*
 - After introductory words, phrases, or clauses
 - *After having suffered a lifetime of destitution and deprivation, Lily did not know what to make of her new situation.*
 - Around parenthetical (interrupting) statements
 - *Lily, in a state of confusion and despair, escaped from her mental prison and fled the island.*

Proofreading for Format

- Is my *title page* correct according to instructions?
- Have I *double* spaced?
- Have I used Times-Roman 12 point *font*?
- Have I put in the running *head*?

Proofreading for Citations and References

- Have I cited *all* the sources for ideas as well as facts?
 - Are my *in-text* citations introduced clearly and correctly?
 - Have I done the *parenthetical* citations correctly? Check the style guide - don't guess!
 - Is my reference/works cited page *formatted* properly?
 - Have I followed the *style guide* accurately for references?