

Editing/Proofreading Checklist

Name: _____ Term: _____

Record the date each time you use this checklist.

Make a check mark under the date when you are able to reply “Yes” to the question.

	Date									
Style										
Have I...										
• made each paragraph focus on one main idea?										
• arranged the sentences in each paragraph logically?										
• used a variety of sentence types and lengths?										
• varied the rhythm of my sentences?										
• avoided sentence fragments and run-on sentences?										
• used transitional words and phrases to link sentences and paragraphs?										
• maintained a consistent tone appropriate for my purpose and audience?										
• used a level of language appropriate for my purpose and audience?										
• used figures of speech appropriately and effectively?										
• written clearly and concisely?										
• acknowledged all outside sources properly?										
• checked for redundancy?										
• used the correct format for metric units?										
• used a consistent style of numbering?										
Grammar and Usage										
Have I...										
• used either first person or third person consistently?										
• checked for agreement between subjects and verbs, and between pronouns and their antecedents?										
• used a verb tense consistently?										
• used active or passive voice appropriately?										
• made use of adjectives and adverbs correctly and appropriately?										
• checked my work against a list of commonly confused words?										
• avoided using clichés and jargon?										
• used numerals and number words correctly?										

(continued)

Editing/Proofreading Checklist (continued)

	Date												
Punctuation													
Have I...													
• used the correct and appropriate end punctuation for my sentences?													
• checked my use of commas?													
• used apostrophes correctly for contractions and possessives?													
• used periods with abbreviations, where appropriate?													
• checked my use of colons and semi-colons?													
• used double and single quotation marks correctly?													
• used parentheses, dashes, and hyphens where appropriate?													
Spelling													
Have I...													
• used abbreviations appropriately and correctly?													
• added suffixes and prefixes correctly to root words?													
• used capital letters in appropriate places?													
• checked the spelling of names and places?													
• used a dictionary and/or spell checker to check word spellings?													
• checked questionable words against a list of common spelling mistakes?													
Formatting													
Have I...													
• created an overall attractive document?													
• followed the specific formatting requirements for this piece of writing?													
• used a consistent format for all lists and headings?													
• used italics, boldface, quotation marks, and underlining appropriately for titles and emphasis?													
• included a title, headers, footnotes, labels, captions, as necessary?													
• chosen a computer font (or fonts) that is easy to read?													
Proofreading Strategies													
Did I...													
• read my writing out loud?													
• check for spelling and punctuation errors by reading my work backward?													
• proofread my writing on a printout rather than on-screen?													
• ask someone else to proofread my work?													
• use a resource to help me with my proofreading questions (e.g., a writing handbook or style guide)?													