PROOFREADING GUIDE

First proofread – Flow and cohesion

☐ Does each paragraph have one main idea?

☐ Does each paragraph have a clear topic sentence that relates to the structure?

☐ Are my topic sentences supported by evidence and examples?

☐ Have I summarized and referenced theory?

☐ Do my paragraphs link together? If I read just the introduction, the topic sentence and the conclusion do I get a clear picture of the answer to the question?

☐ Am I using academic writing – does my writing have a formal tone?

Second proofread – grammar, spelling, sentence structure, punctuation

☐ Have I run my paper through Grammarly?

☐ Have I printed it out and read it aloud, pausing at commas, stopping at full stops?

☐ Has a friend or family member read it?

☐ Have I checked my transitions – am I missing or using the correct term (because, and, which)?

☐ Have I looked at sentence length and would some sentences be clearer if they were broken into two? Could some sentences be combined to be more direct?

☐ Are any of my sentences missing information? Are they able to stand alone and make sense?

Third proofread – Referencing

☐ Have I uploaded my assignment to Turnitin? Have I read the report and identified if I need to add more paraphrasing or references?

☐ Are all my in-text references in the reference list?

☐ Are all my reference list entries in-text?

☐ Have I formatted my reference list in APA 7?

☐ Have I included DOIs and live hyperlinks when needed?

☐ Have I used italics correctly?

Resources

- Short interactive language videos (improving my sentences, transition words
- Rules of academic writing
- Paragraph Structure: Paragraphs that pop webinar recording
- Grammarly
- APA Formatting checklist
- Tips for reducing word count or Video on reducing word count

General Tips

- Allow a full day for proofreading
- Try to do it when your mind is fresh. Take regular breaks.
- Focus on checking one thing at a time. First, check the content tick off each section of the marking criteria to make sure you have covered all the requirements. Then read again to check grammar and sentence structure and finally one more time to check the referencing.
- Reward yourself and proofread with something you enjoy like coffee, tea, chocolate or pastries!
- Remember editing and proofreading is time-consuming and harder to do when we are tired and stressed so plan time for it and be kind to yourself