



Helpsheet

EDITING/PROOFREADING CHECKLIST

Use this sheet to help you:

- plan, write, edit and proofread assignments in terms of:
 - Content
 - Text structure
 - Paragraphs
 - Grammar
 - Sentence structure
 - Vocabulary
 - Expression
 - Spelling and punctuation
 - Presentation
 - Tables, graphs and illustrations
 - Referencing and citations

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Editing and proofreading checklist

Content

- Have I addressed all elements of the task?
- Have I demonstrated sufficient understanding of the topic and issue?
- Have I used a sufficient range of sources?
- Have I referred to ideas from other sources critically?
- Is my central argument clear?
- Are my supporting points clear?
- Is sufficient evidence provided to support my points?
- Does my text fit the word limit?

Text structure

Have I structured my text in the accepted manner? eg:

- Essay: introduction, body, conclusion, references
- Report: front matter, abstract, introduction, literature review, methodology, procedure, results, discussion, conclusion, recommendations, appendices, references
- Have I structured each of these sections in the accepted manner?
- Have I avoided unnecessary repetition of concepts and ideas?

Paragraphs

- Are paragraphs sequenced logically?
- Does each paragraph contain a topic sentence?
- Do all following sentences in the paragraph support the topic sentence?
- Does each paragraph contain only one main idea?
- Are linking words used? (eg. 'given this point...', 'first...', 'second...', 'in conclusion...')
- Are paragraphs of appropriate length?
- Are titles used where necessary?

Grammar

Have I checked for grammatical errors? These may involve:

- verb tenses
- subject-verb agreement
- plurals
- articles
- prepositions
- pronouns
- word forms



Sentence structure

- Are most sentences in the active voice?
- Do most sentences begin with the subject?
- Are sentences short and clear enough?
- Does sufficient sentence variety exist?

Vocabulary

- Is my vocabulary clear, accurate and formal?
- Do I refer to subjects themselves instead of overusing pronouns such as 'it', 'they' or 'them'?
- Do I explain all technical terms and abbreviations when first used?
- Do I avoid overuse of abbreviations?

Expression

Is my writing as clear and concise as possible? Does it avoid:

- redundancies, (eg. 'absolutely perfect', 'completely surrounded', 'serious crisis')
- tautologies (eg. 'A comparative study covering both aspects')
- empty expressions or "waffle" (eg. 'in terms of', 'reflected in', 'in regards to')
- vague words ('factor', 'some', 'significant', 'aspect')
- empty modifiers (eg. 'huge', 'very')
- slang and informal terms

Spelling and punctuation

- Is spelling correct?
- Is punctuation correct?

Presentation

Have I checked the presentation? This will include:

- font size and type
- indentation
- justification of paragraphs
- margins
- spacing
- section and page numbering
- headers and footers
- capitalisation
- italicised, bold-printed or underlined words (don't overuse)
- wording and fonts of titles



Tables, graphs and illustrations

Have I checked that tables, graphs and illustrations are:

- positioned properly?
- referred to directly?
- titled and labelled correctly?
- cited appropriately?
- listed in the List of Tables or Illustrations?

Referencing and citations

- Are all sources acknowledged?
- Are citations formatted correctly?
- Are ideas from other sources paraphrased or summarised adequately?
- Are my positions on ideas from other sources clear?
- Are quotation marks used for direct quotes?
- Is the reference list complete and accurate?
- Is referencing consistent?