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
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?