

✓ Checklist: Proofreading

(Numbers in parentheses refer to the first page of discussion.)

Sentences

- Are all sentences complete (no unacceptable fragments)? (671)
- Is the document free of comma splices and run-on sentences? (673)
- Does each verb agree with its subject? (674)
- Does each pronoun refer to and agree with a specific noun? (675)
- Are ideas of equal importance coordinated? (675)
- Are ideas of lesser importance subordinated? (676)
- Is each pronoun in the correct case (nominative, objective, possessive)? (677)
- Is each modifier positioned to reflect the intended meaning? (678)
- Are items of equal importance expressed in equal (parallel) grammatical form? (679)
- Is the document free of shifts in person, voice, tense, or mood? (680)

Punctuation

- Does each sentence conclude with appropriate end punctuation? (681)
- Are semicolons and colons used correctly as a *break* between items? (682)
- Are commas used correctly as a *pause* between items? (683)
- Do apostrophes signal possessives, contractions, and certain plurals? (687)
- Do quotation marks set off direct quotes and certain titles? (688)
- Is each quotation punctuated correctly? (689)
- Do ellipses indicate material omitted from a quotation? (689)
- Do italics indicate certain titles or names, or emphasis or special use of a word? (690)
- Are brackets, parentheses, and dashes used correctly and as needed? (690)

Mechanics

- Are abbreviations used correctly and without confusing the reader? (694)
- Are hyphens used correctly? (695)
- Are words capitalized correctly? (695)
- Are numbers written out or expressed as numerals as needed? (696)
- Has electronic spell checking been supplemented by actual proofreading for words spelled correctly but used incorrectly (as in *there* for *their*)? (247)

Format and Keyboarding

- Are pages numbered correctly? (303)
- Are sources cited in a standard form of documentation? (639)
- Have typographical errors been corrected?