Proofreading Checklist

___ I have read my paper aloud, being careful to read each word and checking for wordy or awkward phrasing.

___ I have checked for passive voice and made changes to active voice.

___ I have avoided words such as: you, thing, good, bad, few, enough, just, sure, typical, stuff, lots, nice, and other simplistic or vague words.

___ I have avoided unnecessary intensifiers and diminishers, such as: very, really, sort of, somewhat, and seems.

___ I have avoided unnecessary adverbs, such as: extremely, pretty, definitely, truly, very, really, seemingly, obviously, completely, generally, entirely, honestly, totally.

___ I have checked that my semicolons separate two complete sentences.

___ I have checked every word ending in "s" to make sure I haven't made any apostrophe errors.

___ I have proofread for common mistakes of spelling; I have checked to see that I properly used commas, dashes, quotation marks, and other punctuation.

___ I have looked for and deleted any extra spaces between paragraphs.

___ I have checked for any "floating" quotations and made changes where necessary, integrating quotations into my own writing.

___I used effective lead-in phrases and made grammatical changes (using brackets) to quotations where necessary.

___ Where I paraphrased or quoted another's ideas, I cited my sources using in-text references.

___ I double-checked my Works Cited entries were written with the assistance of the Brighton Writing handbook, so they are all correctly organized and punctuated.

___ ALL entries on my Works Cited List are cited inside the paper. All sources cited in the paper are on the Works Cited List.

___ I have checked that all my long quotes (quotes over 4 lines in length) are in the proper format

___ I have checked all my formatting to be sure I've used the correct header, I've included page numbers, I have 1" margins, and my work is double-spaced, Times New Roman, 12pt font.