PROOFREADING

Proof reading is paying attention at the formatting and grammar levels to ensure that readers can easily read and understand the discipline genre of the work. At this level, words are looked at for tyreacorrectly and contains no m

Proof reading is the third level of altering a work: 1) Revising, 2) Editing, 3) Proof reading. See also our handouts on Revising and Editing.

PROOFREADING STRATEGIES

Being the last step of the writing process, proofreading can sometimes be overlooked when a writer wants to finalize their work. Here are proofreading strategies to help finalize your work:

Read the paper aloud or put it in a program to have it read aloud to you. You

might hear errors

that you missed when reading silently. If you get tongue-tied, an error probably exists there Pay attention to errors that you make repeatedly, such as typos, misspellings, punctuation, and citations. Once you learn the how to correct it one time, you will more easily be able to correct it every time

overwhelmed and miss things

Watch for the recommendations in Microsoft Word or other text editors regarding spelling and grammar. Their suggestions are not always correct, however, so pay close attention Double check the style guide (MLA, APA, Chicago, IEEE, etc.) to see how the paper should be formatted and how to set up the citations

Check if the paper requires a title page, page numbers, headers, and any other formatting elements

OUESTION CHECKLIST

To help you focus at the proof reading level, it may be helpful to ask yourself these questions:

Have I run spell-check through an app or program?

Have I reviewed each quotation and citation to check for accurate punctuation and formatting? Do the pages of my paper look correct? For example, should your text be double-spaced, is the font size appropriate, or are the margins too wide?

Is every source cited in the text of the paper also cited in the references page? Is every source cited in the references page also cited in the text?



