

Once you have finished your document, work through this checklist to make sure the contents are accurate and consistent.

Check each item that is relevant to your document. Once you've checked it, tick it off!

Proofreading checklist

Text

Spelling is correct and consistent	
Grammar is correct	
Punctuation is correct	
Date is correct	
Letterhead is correct	
Headings and subheadings are consistent in style and format	
Headings and subheadings are free of errors and match those in the table of contents	
Page numbers feature on appropriate pages; numbering is correct and matches numbers in the table of contents	
Section numbering is correct and matches the table of contents	
Percent and % are used consistently	
Headers and footers are correctly placed, worded and styled and are an appropriate length	
Proper names are correctly and consistently spelt and capitalised	
Footnote and endnote reference numbers are consistent in style	
Footnote and endnote reference numbers correspond with footnotes and endnotes, and none are missing	
Footnote and endnote text is consistently styled	
Cross references (such as a reference to figure 3) are correct	
Quotation marks are all paired	
Quotation marks are all single or all double, unless there are quotation marks within quotation marks	
Brackets are all paired and there are no brackets within brackets	
Arithmetic (in tables, charts and text) is correct	
Quotations have sources	
Quotations are identical (word for word) to the source material	





Text continued

Text continued	
Widows (words or fragments alone at the end of a paragraph or page) and orphans (words or fragments alone at the top of a page) have been removed	
Consecutive lines don't end in hyphens	
Words that need to appear together are not broken across lines; they are connected by a non-breaking space	
Each series of words or phrases use parallel construction	
Indents are consistent	
Fonts are consistent in typeface, font and size	
In justified text, lines are not excessively tight or loose	
Sentences and paragraphs have ending punctuation	
Bulleted and numbered lists have more than two items	
Bulleted and numbered lists are correctly sequenced, consistently styled and use the correct levels	
Hyperlinks are correctly styled and take you to the intended webpage	
Margins are consistent	
Spacing before and after headings, figures, tables, quotations and captions is consistent	
Text flows well around figures or tables	
Acronyms, initialisms and abbreviations are explained somewhere	
Acronyms, initialisms and abbreviations are correctly spelt and hyphenated	
Dates and spans of dates are consistently presented	
Tables	
Numbering and location of the table is correct and consistent; table numbers match the numbers in the list of tables	
Spelling, capitalisation, punctuation and abbreviation are consistent	
Style of numbers is consistent	
Formats used for table numbers, titles, column and row headings, captions and footnotes are consistent	
Items in a column are the same type and unit	





Tables continued Items in a column have the same number of decimal places and commas are aligned Words match the editorial style of the document Sources of information are referenced Captions of tables are consistent in style and format Captions are brief and consistently punctuated Captions are consistently placed (above or below) Captions of tables match the content of the tables Tables that run over pages are consistently treated Figures and charts Numbering and location of the chart or figure is correct and consistent Figure or chart numbers match the numbers in the lists of figures or charts Spelling, capitalisation, punctuation and abbreviation are consistent Formats used for figure or chart numbers, titles, captions and footnotes are consistent All parts of charts are clearly and correctly labelled Words match the editorial style of the document Sources of information are referenced Captions of figures and charts are consistent in style and format Captions are brief and consistently punctuated Captions are consistently placed (above or below) Captions of figures and charts match the content References Entries in a list of references are in alphabetical order Where there is more than one entry by the same author, the name and initials are written consistently Authors with the same surname are differentiated by their initials

Abbreviations (for volume, page etc) are consistent





Entries are consistently styled and formatted using a proper style such as Harvard or APA

In-text citations match the reference list

