FACULTY OF
BUSINESS &
ECONOMICS

THE UNIVERSITY OF
MELBOURNE

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Helpsheet
Giblin Eunson Library

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?

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