

## CHECKLIST FOR EDITING AND PROOF-READING

The following checklist is suggested for editing and proof-reading:

- Read closely for meaning (in particular, omitted words, phrases or sentences).
- Grammatical mistakes can usually be picked up when you read for meaning. You may need to spend some time checking grammar separately, however, particularly concord and tenses.
- If you have not picked this up in the close reading, check again for possible improvements in style and expression.
- Check for spelling and typing errors (including the wrong words the spelling checker may have substituted): check for omitted (or duplicated) words and paragraphs.
- Check for punctuation and word spacing errors.
- Check for font, line spacing and layout errors (including the consecutive numbering of headings and pages).
- Don't forget to proof-read again after you have evaluated your piece of writing if you have made changes.

**N.B.** When you have checked all of the above, print out a hard copy and check again for computer- or printer-generated errors: viruses can affect your printer functioning or change your text fonts. Sometimes the writer generates new errors when making corrections.