

Editing and Proofreading Checklist

As you prepare to submit your paper to your instructor, carefully review this checklist. Make sure your paper meets all of the checklist's criteria. If you are not able to check the box beside a specific criterion because your paper fails to meet it, you should edit that part of your paper before submitting it for instructor review.

- Does each sentence contain a subject and an inflected verb?
- Do all sentences begin with a capital letter?
- Are all proper nouns capitalized?
- Does each sentence end with the correct form of punctuation (period, question mark, or exclamation point)?
- Are commas, semi-colons, and colons used correctly?
- Are quotation marks placed around quotes from sources and spoken dialogue?
- Is the paper's verb tense consistent?
- Do subjects match their verbs?
- Are all words spelled correctly and used correctly?

--Submitted by Ashley Neptune, Writing Center Peer Tutor, and Brennan Thomas, Writing Center Director