Editing and Proofreading Checklist:
Ask the following questions:

Sentences
- Does each one read clearly and crisply?
- Are they varied in length, structure and syntax?
- Is the phrasing direct rather than roundabout?
- Are tenses appropriate and consistent?
- When you read your paper outloud, are the prepositions *of* and *in* clearly used?

Words
- Have you used any words whose meaning you're not sure of?
- Is terminology correct and consistent?
- Is a "fancy" word or phrase ever used where a simpler one might do?
- Are there unnecessary words or phrases?
- Do metaphors and other figures of speech make literal sense?
- Are verbs active and precise?
- Are pronoun references always clear and correct?
- Do subjects and verbs always agree?

Punctuation and Mechanics
- Are all words spelled correctly? (Double-check your auto-correct and spell check: these can create new errors in the process of correcting others.)
- Are all titles formatted correctly?
- Is eery quotation accurate and punctuated correctly?

Citation and Documentation
- Is the source of each quotation, as well as any fact or idea drawn from sources, clearly indicated through parenthetical citation?
- Do parenthetical citations correctly coordinate with the list of works cited?
- Are both all parenthetical citations and all entries in the list of works cited formatted correctly?