

Proofreading Checklist for Academic Writing

This checklist is designed to help students carefully proofread their essays, projects, and theses before submission. Use it as a step-by-step guide to polish your work and avoid common mistakes.

- Have I clearly stated my thesis or main argument?
- Does my paper follow a logical structure (introduction, body, conclusion)?
- Are my paragraphs organized with clear topic sentences?
- Have I supported my claims with credible evidence and citations?
- Did I paraphrase correctly instead of copy-pasting text?
- Is my referencing consistent with the required style (APA, MLA, Chicago, etc.)?
- Have I avoided unnecessary repetition and wordiness?
- Does my paper maintain a formal academic tone?
- Are grammar, spelling, and punctuation errors corrected?
- Have I checked that my introduction grabs attention and sets context?
- Does my conclusion effectively summarize key points and implications?
- Have I removed informal expressions and vague terms?
- Did I run my work through a plagiarism checker?
- Have I checked that all figures, tables, and appendices are labeled correctly?
- Did I proofread both on screen and on paper (if possible)?