**Proofreading Guide**

**Organization**

* Is there a clear introduction, body, and conclusion?
* Does the introduction provide sufficient background for the reader? Are the "who," "where," "why," "what," and "how" questions addressed?
* Is there a thesis sentence? Is the purpose of the essay clear?
* Does the essay move from general to specific?
* Are there sufficient transitions between related ideas?
* Is the overall organization murky or clean? In other words, does the writer avoid introducing new material in the conclusion or switching subjects in the middle of a paragraph in the body?
* Does every paragraph address the subject matter of the thesis in some way?

**Content and Style**

* Does the essay show that the writer has a knowledge of the audience?
* Is the length appropriate and adequate?
* Has the writer used sufficient examples and detail to make his or her points clearly?
* Has the assignment been addressed?
* Is the tone of the essay appropriate?
* Has the writer avoided insulting the reader?
* Is the tone of the essay professional and appropriate?
* Is the language convincing, clear, and concise?
* Has the writer used fresh language and a creative approach?

**Research and Sources**

* Are all sources credible?
* Is the research accurate, unbiased, and complete?
* Has the writer fully interpreted the findings?
* Has the writer commented on each source used?
* Is the analysis based on hard evidence?
* Is the analysis free of faulty reasoning?
* Is the documentation in the Works Cited page and body of the essay correct?
* Have all quotations been checked against the original?
* Are all quotations introduced? Is the flow of the essay seamless?
* If material was paraphrased, are the sources still mentioned?
* If necessary, are limitations clearly spelled out?
* If included, are recommendations based on accurate interpretations?
* Have all facts been checked for accuracy?
* Have any potentially libelous statements been eliminated?

**Proofreading**

* Has the writer checked grammar and punctuation?
* Has the writer spell checked the essay?
* Has the writer checked for his or her particular pattern of error?
* Are the page numbers correct?
* Is the title capitalized correctly?
* Has the writer used the correct margin and font?