# Proofreading Checklist

You’ve finished your document, making any necessary changes or revisions. Now, check the following:

## Spell Checker
- Use a spell-checker program to find basic errors you might have overlooked such as extra spacing, repeated words, reversed letters and misspelled words. It will not catch, however, words that are incorrect or used incorrectly but are spelled correctly such as it’s instead of its or their instead of there. That’s why it is important to proofread the entire document after using a spell checker.

## Fact Check
- Double-check facts and proper names to ensure they are correct.

## Headlines and Subheads
- Review all headlines and any subheads individually for spelling and also for consistency in font style, size, alignment and capitalization styles. For example, if your subheads are uppercase, bold, Garamond, point size 12, all subheads should adhere to that style.

## Numbers
- Have any statistics or numbers in your document? Review each number individually to ensure it is correct.

## Graphs and Tables
- If your document has any tables or graphs, check the data. Also, if you refer to the graphs/tables in your document, make sure that information is consistent. For example, if a table has numbers that you also use in the narrative section of the document, make sure those numbers match.

## Abbreviations, Organization Names and Acronyms
- Make sure that abbreviations or acronyms are spelled out on the first use and followed with the abbreviation or acronym in parentheses.

## Dates and Days
- Make sure that the date matches the day of the week referred to. For example: Monday, July 4, 2011.

## Times
- Make sure the time is correct and that it includes the correct time of day (a.m. or p.m.).

## Table of Contents
- Review the table of contents to make sure the contents list and page numbers match the referenced page numbers.

## Lists
- Check bulleted, numbered and alphabetized lists for correct sequencing, items out of order or missed numbers. Make sure that the items in the list are consistent and parallel.

## Italics
- The titles of books, magazines, pamphlets, newsletters, movies, TV programs, works of art, plays, long poems and specific ships should be italicized. The possessive ending (’s) of a title or proper nouns in italics should not be italicized (the Golden Bear’s voyage).

## Punctuation
- Review sentence endings, em dashes, quotations and parentheses in particular to ensure correct usage.

## Words with Similar Spelling and/or Pronunciation
- Be alert for words that share the same pronunciation, but have different meanings, such as complement and compliment, and to, too and two. Also, double-check words that are similar in spelling and pronunciation such as than and then, affect and effect, and not and now.

## Frequently Used Words
- Take an extra-good look at those words that you see every day at your job, such as your department’s title, California State University, university, etc. We tend to look over more quickly words we see all the time, which often leads to those words being misspelled in titles and/or copy.

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