

# Proofreader's Checklist

Writer's Name: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Editor/s: \_\_\_\_\_

Circle **Yes** or **No** after each area you proofread.

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|--|-----|----|
| 1. All sentences begin with a capital letter.          | Yes | No |
| 2. All sentences end with the proper punctuation mark. | Yes | No |
| 3. All proper names begin with a capital letter.       | Yes | No |
| 4. All words are spelled correctly.                    | Yes | No |
| 5. There are no missing words.                         | Yes | No |
| 6. There are no extra words.                           | Yes | No |
| 7. Commas are used properly.                           | Yes | No |
| 8. Apostrophes are used properly.                      | Yes | No |
| 9. Quotation marks are used properly.                  | Yes | No |
| 10. All words are spaced properly.                     | Yes | No |
| 11. Paragraphs are used properly.                      | Yes | No |
| 12. The paper is neat and legible.                     | Yes | No |