

Proofreading checklist

Proofreading is something that takes place throughout the writing process – not just at the end. Use this checklist during the writing process to ensure you have not overlooked an important part of your assignment.

When to check	Questions to ask	Tick when checked
Before writing	Have I read and understood the learning outcomes?	
	Have I read and fully understood the question?	
	Have I searched for relevant literature using the Arden Library?	
	Have I asked questions in class to clarify my understanding?	
	Have I taken and reviewed my notes?	
	Have I planned my assignment?	
After writing	Have I included an introduction (where required)?	
	Have I used formal and professional language?	
	Have I structured my paragraphs using the PEEL	

	method (point, evidence, explain, link)?	
	Have I used linking words?	
	Have I used more than one source as evidence in my paragraphs?	
	Have I included an academic conclusion (where required)?	
Before submitting	Have I checked my formatting?	
	Have I checked my spelling and grammar?	
	Have I kept within the word count?	
	Have I checked the formatting of my reference list?	
	Have I checked that my citations match up with my reference list entries?	
	Have I used feedback to improve my work?	
	Have I checked similarity using Draft Coach or Turnitin?	
	Have I read my work aloud to hear if there are any mistakes I have missed?	

Need more help? E-mail AcademicSkills@arden.ac.uk for support.