

# TATE & CLAYBURN

## Proofreading checklist

Our team of expert linguists has created this simple list of what to check when finalising any document.

### Go back to your brief

- Is a style of English given? For instance, following Oxford or Chicago style?
- Should the text be in a certain font and/or size?
- Are there any guidelines on other formatting?
- Does it specify how certain words should be presented (e.g. spelling/capitalisation)?

### Formatting

- Check for any odd spacing (extra spaces, missing spaces, paragraph breaks).
- Make sure quotations are styled consistently.
- Check page furniture is correct (page numbers, running heads, subheadings).
- Ensure font sizes are consistent.

### Close read

- Spellings: keep an eye out for typos, common misspellings (such as peek/peak) and complex or subject-specific terminology.
- Punctuation: check your use of apostrophes, commas, colons, semi-colons, em/en dashes and quotation marks.
- Sense: clarity should be cleared up during editing, but a final check can't hurt. It's also worth making sure that any images or graphics, such as charts, match the text.

### Consistency, consistency, consistency

- Make sure you are using the same version of English throughout (e.g. UK as opposed to US spelling and punctuation).
- Check that all terms or titles have been spelled and capitalised in the same way.
- Keep an eye on numbers: what rationale are you using for whether you spell numbers out in full or use numerals?
- Check your acronyms: have they all been introduced - only once and on first appearance? Are they used consistently throughout?

For more proofreading and editing tips, visit the Tate & Clayburn [blog](#).

For more information about how we can help you meet your language goals, visit our [website](#).

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