



APSU Writing Center
Proofreading and Editing

Proofreading and Editing

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- After you write your paper, your job is not yet done. You should proofread and revise your work before submitting it to the professor for grading. Professors can tell whether work has been proofread and revised. If your work contains obvious spelling errors or incorrect word choices that could have been caught and corrected if it had been proofread, your final grade could be affected. Some professors may interpret lack of proofreading as lack of concern for submitting polished work.
- **Proofreading vs. Editing:** Proofreading is the process of reading written work for errors that involve formatting, grammar, spelling, punctuation, and word choice. Editing is the process of revising written work towards polishing the final product.
- **Here are a few tips for effective proofreading**
 - **Give it a rest:** If time allows, set your text aside for a few hours (or days) after you have finished composing, and then proofread it with fresh eyes. Rather than remember the perfect paper you meant to write, you are more likely to see what you have actually written. ment, the entire essay would form a solid foundation of sub-ideas that link onto each other.
 - **Look for one type of problem at a time:** Read through your text several times, concentrating first on sentence structures, then word choice, then spelling, and finally punctuation. As the saying goes, if you look for trouble, you are likely to find it.
 - **Double-check facts, figures, and proper names:** In addition to reviewing for correct spelling and usage, make sure that all the information in your text is accurate.
 - **Review a hard copy instead of work from the computer screen:** Print out your text and review it line by line: rereading your work in a different format may help you catch errors that you previously missed.
 - **Read your text aloud:** Or better yet, ask a friend or colleague to read it aloud. You may hear a problem (a faulty verb ending, for example, or a missing word) that you have not been able to see.
 - **Use a spellchecker:** The spellchecker can help you catch repeated words, reversed letters, and many other common errors--but it is certainly not goofproof.



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- **Suggestions for your proofreading checklist:**
 - Is my paper formatted correctly?
 - Does my horizontal spacing reflect true double-spacing?
 - Is the font style and style correct and consistent throughout the entire paper?
 - Do I have a clear thesis statement?
 - Do my paragraphs begin with topic sentences that directly reflect the thesis statement?
 - Are my sentences clear?
 - Are my sentences effective? Do my sentences contain errors?