

# Your Proof-Reading Checklist

FINISH YOUR DOCUMENT. PUBLISH WITH CONFIDENCE.



# **Your Proof-Reading Checklist**

## **Finish Your Document. Publish with Confidence**

Writing can feel like a difficult process. It takes a lot of planning, research and multiple drafts to get your document just right. Then, once your content is locked in, you're still not done! The fine details and readability are important for an effective document. An intentional proof-read of your content to ensure it is properly formatted will elevate your writing...and your confidence. This is where the Proof-Reading Checklist can help.

### **Purpose of this Checklist**

Use this checklist as a tool to help you produce high-quality documents. By using it on every project, you ensure all the required formatting elements are present, along with creating consistency in your writing.

### **Is this Checklist for You?**

If you find yourself frazzled at the end of writing your document, unsure of how to capture the required formatting elements, then this checklist is for you. Even if you aren't frazzled, but are looking to streamline your document finalization process, read on!

Whether writing a proposal, user guide, or marketing brochure, this Proof-Reading Checklist will help you capture the final details that matter.

Let's get started.

## Finish Your Document with Confidence

Use the checklist below to ensure you have captured all the requirements of a professional document.

<b>General</b>	
<input type="checkbox"/>	Check for a title page.
<input type="checkbox"/>	Add a table of contents.
<input type="checkbox"/>	Update the table of contents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter/Content Numbers</li> <li><input type="checkbox"/> Chapter/Content Titles</li> </ul>
<input type="checkbox"/>	Check header content.
<input type="checkbox"/>	Check footer content.
<input type="checkbox"/>	Fix sentences longer than 20 words.
<input type="checkbox"/>	One space after each period.
<input type="checkbox"/>	Break up blocks of text with subheadings.
<input type="checkbox"/>	Quotations are properly cited.
<input type="checkbox"/>	Look for – and remove – blank pages.
<input type="checkbox"/>	Language is used precisely. <ul style="list-style-type: none"> <li><input type="checkbox"/> Are you using the right word at the right time or is there a better word choice? Use “instead” of “utilize.”</li> </ul>

<b>Spelling, Punctuation and Grammar</b>	
<input type="checkbox"/>	Run the document through spell check. <input type="checkbox"/> But don't rely on it as the be-all and end-all.
<input type="checkbox"/>	All sentences end with a period.
<input type="checkbox"/>	Sentences are in the active voice.
<input type="checkbox"/>	Each sentence begins with a capital letter.
<input type="checkbox"/>	All hyphens, en dashes and em dashes are used correctly. -, -, – <input type="checkbox"/> Hyphens (-) = used for compound terms or word division. <input type="checkbox"/> En Dashes (–) = indicate span or range, scores, and conflict/connection. <input type="checkbox"/> Em Dashes (—) = the longest of the three, is typically used in place of commas, parentheses, and colons, and does not have spaces on either side of it.
<input type="checkbox"/>	Check that e.g. and i.e. are used correctly. <input type="checkbox"/> E.G. = Exempli Gratia (For Example) <input type="checkbox"/> I.E. = Id Est (In Other Words)
<input type="checkbox"/>	Ensure common words are used correctly: <input type="checkbox"/> Their, there, they're <input type="checkbox"/> You, your, you're <input type="checkbox"/> Where, were <input type="checkbox"/> To, too, two

<b>Formatting</b>	
<input type="checkbox"/>	Ensure your document aligns with the style guide. <ul style="list-style-type: none"><li><input type="checkbox"/> If no style guide, begin building one for consistent documents moving forward.</li></ul>
<input type="checkbox"/>	There is a clear hierarchy of headings.
<input type="checkbox"/>	Check the margins.
<input type="checkbox"/>	Check page orientation.
<input type="checkbox"/>	Acronyms are spelled out on first reference.

<b>Images</b>	
<input type="checkbox"/>	Images serve an obvious purpose.
<input type="checkbox"/>	Images only contain essential information.
<input type="checkbox"/>	Images are referenced in the content.
<input type="checkbox"/>	Images are properly cited.

## Give Your Document the Final Attention it Needs

Taking the time to review your content with the Proof-Reading Checklist ensures your finished document is professional looking and elevated in quality.

Use this checklist to finalize all documents and build more consistency in the quality and look across your documents. In no time, you'll feel confident to hit publish, no matter the content.

Require further writing support? Inquire at: [info@cohorttechcomm.com](mailto:info@cohorttechcomm.com) or 403-970-9137.

For more writing tips, follow us online:



@CohortTech



@CohortTechComm