

Proofreading Tips

*Writing Center Resource
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Read your paper OUT LOUD.

Reading your paper out loud decreases the amount of mistakes you could potentially have in your final paper. Hearing how your paper sounds can eliminate possible grammar or sentence structure errors. For example, you might be able to recognize typos or realize you need a conjunction.

For example, read the sentence below out loud.

The old car needs to go to the shop, but the new one do not.

You may have typed this sentence, or others, too fast and not realized the grammatical mistake! The correct sentence is:

The old car needs to go to the shop, but the new one *does* not.

Grammar and Spelling

1. Check your paper for contractions in academic papers! Contractions are informal!
2. Words like “they’re, there, and their” are tricky. Comb through your paper and check the spellings of similar words and larger terms.
3. Words like “I, we, our, and my” are also informal. Academic papers are not first person accounts.

Format and Citation

1. Is your paper in the right format? MLA, APA, Chicago?
 - Is each standard for the format correct? (ex. margin spacing, font, headers)
 - Is each in-text citation formatted correctly?

Ask a friend!

Having another pair of eyes look at your paper is another way to reduce mistakes because they are looking at it for the first time! Sometimes professors offer to proofread papers, so take advantage of their time!