



Proofreading Checklist

Name of document: _____

Date proofed: _____ Proofreader: _____

- Print a copy of the document for proofreading.
- First Impression: Scan the entire document. Does anything look out of place?
- Check layout: margins, typeface, etc. Agenda and Americana are the College's primary typefaces.
- Reread content for meaning and story flow.
- Check grammar.
- Check punctuation.
- Check spelling, double check spelling of names, titles, degrees.
- Make sure the correct title is being used; refer to the online directory.
- Check days and dates against a calendar.
- Check that all artwork, including the College logo, is proportional, not stretched or shrunk.
- Check style:
 - correct building, room, department and office names are used: Park Center Alumni Arena or Corey Union, Room 407-A.
 - phone numbers are written without parentheses around the area code but with the area code followed by a hyphen: 607-753-2011. It is preferred to write the entire phone number, not an extension.
 - times and dates are written correctly: 9 a.m., 3:20 p.m., 4-6 p.m., Feb. 23, 2014.
 - the words "email," "online," "web" and other internet-related terms are written correctly.
 - numbers follow AP style — in most cases numbers from one to nine are spelled out and numbers above 10 are written numerically.

Additional checklist categories.

- _____
- _____
- _____