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.

☐ ____________________________________________________________

☐ ____________________________________________________________

☐ ____________________________________________________________

5/2/16