

Proofreading Checklist

Always check for:

- Abbreviations
- Apostrophes
- Capitalization
- Citations
- Commas
- Dashes
- Dates
- Ellipses
- Numbers and numerals
- Periods
- Names of places
- Quotation marks
- Spacing
- Formatting
- Awkward line breaks
- Hyphens stacked at the end of lines
- Proper indentations

Style Guide Links:

- [Chicago Manual of Style](#)
- [APA Style](#)
- [AP Stylebook](#)
- [MLA Style Guide](#)