Checklist for Proofreading and Presentation

○ Have you printed the paper using a large font for proofreading?

○ Have you done a final read (preferably backwards from the last sentence to the first) to check for errors?

○ Have you used spell check?

○ Have you run your paper through a plagiarism checker (e.g., Grammarly)?

○ Have you done your title page as required and numbered your pages?

○ Is your paper double-spaced (or consistent with requirements)?

○ Are your headings and sub-headings consistent?

○ Have you done one final check of your citations and reference list to make sure everything is complete and correct?