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Ultimate Proofreading Checklist

- ☐ Clarity of prose
- ☐ Image order
- ☐ Word order
- ☐ Word superfluity
- ☐ Word choice
- ☐ Sentence length
- ☐ Active voice
- ☐ Spelling & Grammar
- ☐ Numbers VS words
- ☐ Font & Format