Presentation and Proofreading Checklist

By ticking off each item on this checklist, you can ensure that your work meets the required formatting standards without the distraction of spelling, grammar, and punctuation errors.

Adherence to Departmental Formatting Guidelines

- ☐ Review and follow your departmental formatting guidelines or module handbook.
- ☐ Check the font type, size, spacing, margins, and page numbers comply with the departmental requirements.

Reference Formatting

- ☐ Familiarise yourself with your department's required referencing style.
- ☐ Ensure all references follow the required referencing style:
    - ☐ Check footnotes.
    - ☐ Check citations within the work.
    - ☐ Check the bibliography.
- ☐ Make sure all references and citations are included in the bibliography.

Accuracy of References

- ☐ Ensure all references have the correct information:
    - ☐ Check that the title and author are correct.
    - ☐ Check that the page numbers are correct.
    - ☐ Check that the year of publication is correct.

Proofreading

- ☐ Thoroughly check for grammatical errors:
    - ☐ Use a spellcheck or Grammarly.
- ☐ Check sentences for clarity and coherence.
- ☐ Have someone else review your work.
- ☐ Print out work - review a printed version of your work to spot mistakes.