Proofreading Checklist

Before submitting your paper to your instructor, go through these final checks:

- **Read the paper aloud** and mark any areas that sound choppy or disjointed. Smooth out those sentences by changing structure or phrasing.
- **Run Grammarly**, making any necessary grammar or punctuation adjustments.
- **Scan the document for possible misspellings**. Determine whether the word is correctly spelled by looking at Spell Check’s suggestions or http://www.merriam-webster.com.
- **Check formatting**:
  - Title page
  - Running head in upper left, all caps
  - Page number in upper right
  - Double-spaced text
- **Match the sources** in the reference list to those in the text (and vice versa).
- **Submit** and breathe a sigh of relief!