

## RESEARCH STRATEGIES

### Sample Proofing Sheet

Use this sheet to assist you in proofing your draft research papers. You should at minimum complete one draft of your research paper before submitting the final draft to your professor. When proofing your draft papers, check for each item one at a time. To be more efficient, use the “find” feature in your word processor to find words (e.g. Affect) and verify its proper use. Space has been purposely left so that you can personalize the proofing sheet.

Feature	Check off when completed
<b>Spelling / Word Choice</b>	
Spelling (be sure to run final copy through the spell checker; check proper names against sources; if the spell checker gives suggestions for misspelled words, be sure to choose the word you intended to use; BE SURE to check the paper for typos – i.e., correctly spelt words that are not the word you intended to use)	
then/than (then is the time word)	
affect/effect (verb = affect)	
<b>Punctuation (check all punctuation)</b>	
Make sure direct quotations are either enclosed in quotation marks or are set off in block form.	
Compound sentences must be joined either with a coordinating conjunction or a semicolon.	
When checking commas, be sure nonrestrictive clauses, phrases, and words are properly set off.	
Possessives (be sure all possessive nouns are indicated with apostrophes)	
Quotation marks come AFTER periods and commas	

Feature	Check off when completed
<b>Grammar</b>	
Subject/verb agreement	
Fragments	
Pronoun agreement	
Base tense	
Parallel structure	
its/it's (it's is a contraction meaning it is)	
there/their/they're (their is possessive / they're is a contraction meaning they	
<b>Style</b>	
Make sure each sentence leads the reader clearly from one idea to the next	
Follow the appropriate style for representing numbers.	
If abbreviations are used, tell your reader what the abbreviation stands for.	
Make sure your quotations are in proper form.	
Make sure titles in the paper are in proper form.	
Double-check the accuracy of your citations for content and form.	
Make sure all pages are numbered.	
<b>Proofread; correct all errors in spelling and punctuation</b>	
Draft #1	
Draft #2	
Final Draft	