

Proofreading Tips: Editing for Surface Errors

Be sure to allot yourself enough time to proofread before submitting a final draft: 20-30 minutes for the "tips" listed below.

- *Proofread a printed copy of your paper rather than attempt to edit thoroughly from the computer screen.
- *Don't attempt to proofread for every type of grammatical or mechanical error at the same time. Take time to make a *personal proofreading checklist* of your most common errors. Use your checklist to identify problem areas in the paper you are currently working on.
- * Read the paper aloud, very slowly, and distinctly pronounce exactly what you see.
- * Place a ruler under each line as you read it.
- * Read "against copy," comparing your final draft, one sentence at a time, to the edited draft you copied it from.
- * Read the essay backward, end to beginning, one sentence at a time, so that you examine each sentence as a separate unit.