

Essay/Thesis/Dissertation

Proofreading Checklist

- Pagination.** Check all pages, from beginning to end, one at a time to ensure that no pages are missing and that all pages are numbered consecutively.
- Proofread the title page by itself for spelling errors.**
- Verify that the title and degree on the title page match the given title and degree recorded on the Essay/Thesis/Dissertation approval form.**
- Proofread the Table of Contents by itself for spelling errors.**
- Check the chapter titles and section headings that are listed in the Table of Contents against those found in the text.** For each title or heading, first check that the page number listed in the Table of Contents is correct. Next, check that the wording, spelling, and numbering of the title or heading listed in the Table of Contents exactly matches that found in the text.
- Check the items contained in a List of Figures/Tables/etc. against those found in the text.** Perform the same check as for the Table of Contents. Repeat this check for each list.
- Check the headings found in the text.** Go through all chapters and chapter equivalents (e.g., Bibliography, Appendix, etc.) and verify that all chapter titles are formatted consistently, that all main-level headings are formatted consistently, and that all sub-level headings are formatted consistently.
- Check figures.** Turn through the pages of the thesis from beginning to end to verify that figures are numbered and placed consecutively and that all pages of multi-page figures have a “Figure x.x (cont.)” label.
- Check tables.** Perform the same check as for figures.
- Check margins.** Finally, look through the pages one last time to make sure that no material in (other than page numbers) extends into any of the margins.