

Checklist for Proofreading and Presentation

- Have you printed the paper using a large font for proofreading?
- Have you done a final read (preferably backwards from the last sentence to the first) to check for errors?
- Have you used spell check?
- Have you run your paper through a plagiarism checker (e.g., *Grammarly*)?
- Have you done your title page as required and numbered your pages?
- Is your paper double-spaced (or consistent with requirements)?
- Are your headings and sub-headings consistent?
- Have you done one final check of your citations and reference list to make sure everything is complete and correct?

