Proofreading
Questions to ask yourself, before submitting your work

Questions about content
- Does your work answer the assignment question?
- How does your work compare against the marking criteria?
- Is everything you have included relevant to the assignment brief?
- Have you mentioned the limitations or gaps in what you have covered?

Questions about structure
- Does your introduction outline a clear overview of your work?
- Are paragraphs organised in a logical order?
- Do your paragraphs begin with clear topic sentences?
- Have you included a concise conclusion that summarises your points?

Questions about clarity and style
- Have you defined important terminology?
- Can you shorten any overly-complex sentences?
- Have you written in the correct tense? E.g. third person, first person
- Have you avoided abbreviations? E.g. can't, won't

Questions about grammar and punctuation
- Have you opened and closed all quotation marks ' ', inverted commas " " and brackets ( )?
- Have you used apostrophes correctly for possession (Hanson's theory) or contraction? ('it's' = 'it is')?
- Does your use of commas and full stops sound right to you, when you read your work aloud?
- Are there any over-long sentences that need to be broken up with full stops or commas?

Questions about spelling
- Have you used a spell checker set to UK English, not US English?
- If you have used homonyms, are they correct? E.g. their/there, affect/effect

Questions about referencing and formatting
- Have you included references for every author you have cited?
- Have you used the correct method of referencing, as outlined in your programme handbook?
- Have you checked your department's requirements (e.g. font size, spacing, use of headings?