Proofreading Checklist

Spacing	
▪ Delete double spaces within text	
▪ Check double/single space after the end of sentence period	
▪ Insert spaces before and after mathematical operators in an expression	
▪ Delete spaces before and after mathematical operators when indicating a value	
▪ Mincho spaces → font	
▪ Insert a space between the unit and the number (cm, mg, etc.)	
▪ Do not insert space when the unit is a symbol (%, °, ', ", etc.) Stylistic: for °C, follow author or the formatting/style guide instructions	
▪ Delete space before and after en dash in range	
▪ Delete space before and after em dash	
▪ Remove subscript and superscript spaces	
▪ Check spaces in primer sequences (e.g., 3′,5′-AAAGGTTCC-5′,3′) and chemical compound names, especially polymers (e.g., poly(3-alkylthiophenes))	
▪ Check spacing in large numerals (>4 digits)	
Commas (,)	
▪ Check the use of introductory commas with introductory elements; some introductory words like next, here, etc. do not necessarily need a comma	
▪ Check set-off commas	
▪ Check comma usage in which/that constructions	
▪ Check serial/no serial comma and comma after e.g. and i.e. in AmE/BrE documents	
▪ Check use of Comma–Semicolon: conjunctive adverbs	
▪ Check use of comma before an independent clause	
▪ Check if comma contributes to run-on sentences	
▪ Check comma usage in references (in-text and end-list)	
Hyphen (-)	
▪ Check consistency in hyphenation to promote clarity	
▪ Check use of hyphenation in modifying adjectival phrases	
▪ Check if hyphens are incorrectly used	
▪ Check if there is misinterpretation with/without hyphen	
▪ Check use and consistency of hyphens in references	
Colon (:)	
▪ Check if independent clause precede colons especially when punctuating equations. No colon after "as," "by," etc.	
Semicolon (;)	
▪ Check if semicolons should be used in case of several internal commas in a list	
▪ Check use of semicolons with conjunctive adverbs (adverbs that join independent clauses): however, moreover, therefore, consequently, otherwise, nevertheless, thus, etc.	
En (–) and Em (—) dashes and minus symbol	
▪ Check minus symbol	
▪ Use en dash for range (no space before and after); don't use en dash in a phrase starting with "from." For example, <u>Correct</u>: from 1998 to 2000; <u>Incorrect</u>: from 1998–2000. Stylistic: Repeat symbols (%,°, etc. in ranges); Do not repeat units mg, cm, etc.	
▪ Check function of em dash	

Lists	
▪ Check items in horizontal and vertical lists	
▪ Check for parallelism in grammatical construction (complete vs. incomplete constructions, active vs. passive)	
▪ Check consistency in punctuation and capitalization therein	
▪ Check usage of introductory articles	
Capitalization	
▪ Check if common method names (e.g., amplification, purification) are not capitalized	
▪ Check if proper names have been capitalized	
▪ Maintain consistency in casing and typeface for headings (sentence/title/all caps/italics/boldface/small caps)	
Scientific terminology	
▪ Check usage of hyphenation, commas, spaces, etc., in chemical names	
▪ Check format of gene names (capitalization/hyphenation/italicization/spacing)	
▪ In units, check SI style, and exponential ($mg^{-1}m^2day^1$) vs. virgular ($mg/m^2/day$) format of representation	
▪ Check use if single quotes have been used instead of a prime symbol (character code in Symbols: 2032)	
▪ Check if superscripted o/0 has been used instead of degree symbol (°)	
Punctuation of equations	
▪ Check for consistency in style—No punctuation/punctuation as sentences/only period	
▪ Check use of colon	
Abbreviations	
▪ Check if non-standard abbreviations have been defined (abstract, main text, figures, figure legends)	
▪ Check for unnecessary repetition of full form	
▪ Check the use of article and singular/plural variations	
Articles	
▪ Check use of articles with abbreviations	
▪ Check use and consistency of articles in title and sub-headings	
▪ Check use and consistency of articles in figure and table captions	
▪ Ensure that there is no article with Figure 1, Table 1, etc.	
Consistency in Reference Format	
Check the following:	
o Numbering (look for same reference listed twice)	
o Author name (Use of and, &, or comma between author names; alphabetical arrangement)	
o Year of publication	
o Title of article/book (especially casing)	
o Name of publication (journal abbreviation and periods with abbreviated terms/full form). Note: Single journal names are never abbreviated.	
o Volume/Issue (especially space and typeface (bold or not))	
o Paging (p. for single page; pp. for range; en dash in range; continuous vs. discontinuous)	
o Comma after first author name	
o Italicization or not of et al.	
o First author name, et al.	
o et al. – no period after "et"	

In-text citation	
Check the following:	
o Numbering	
o Citation format (use of comma, colon, semicolon)	
o Position of reference number in-text (before/after punctuation)	
o Italicization of et al.	
Figures and Tables	
▪ Check numbering of figures and tables	
▪ Check cross-references to figures and tables	
▪ Check inconsistencies in terminology between artwork and text.	
▪ Check casing in table headings	
▪ Check use of articles in tables	
▪ Check casing in figure labels	
▪ Check the minus sign	
▪ Check article usage in captions	
British vs. American English	
▪ Check comma with i.e. and e.g.	
▪ Spelling –ize –ll see dictionary. Note: rules for "ize/ise" and "yze/yse" are not the same	
▪ Spelling –our (colour) vs. or (color) <u>and</u> ae/oe (haemoglobin/foetus) vs. e (hemoglobin/fetus)	
▪ Check date format	
▪ Check serial comma and semicolon	