EDITING/PROOFREADING CHECKLIST

You should tick off all the checkboxes before obtaining a proofreading service.

Check your grammar

☐ Spelling errors.

☐ Capitalization.

☐ Subject and verb agreement.

☐ Check for homonyms, words that sound the same, but have different meanings and are spelt differently:(their/there/they're, two/too/to, accept/except, and its/it's. Make sure that you have used the correct word.)

Check your punctuation.

☐ Use commas correctly

☐ Apostrophes are used to indicate possession, not plurals.

☐ Colons (:) and semi-colons (;) are correctly used.

☐ Quotation marks (') or (") are used consistently.

Have you followed academic guidelines?

Visit http://library.sliit.lk/pages/researchguide for thesis submission guidelines.

☐ Type font and size (for example Times New Roman size 12)

☐ Given Line spacing

☐ Margin width

☐ Paragraph indentation

☐ Page numbering

☐ Headers and footers.

Referencing sources

☐ Acknowledged everything that needs to be acknowledged?

☐ Correctly use inline citation.

☐ Correctly apply SLIIT recommended referencing styles (IEEE, APA, Harvard etc.)?

☐ Include all the texts you have cited in your reference list?

☐ Arrange references in alphabetical order.

☐ Check for plagiarism.

(Students can check plagiarism of their work by themselves, visit digital library to obtain the service. https://courseweb.sliit.lk/course/view.php?id=18)