

Proofreading

You've typed up a draft. You've revised your thesis statement and reorganized the big sections. Now it's time to read your work over and ensure there are no errors on the *sentence level*. What are the most important things to look for when proofreading? This handout will provide you with a brief look at proofreading best practices.

Best Practices

- **Look at your work on a different medium.** If you typed your work out in a Word document, print it out, change the font, or convert it to a PDF. Make the new version look visually distinct from where or how you wrote it. When you are very familiar with how something looks visually, you are more likely to “fill in the blanks” of any potential errors while you're reading it over. By moving to a different medium (such as print if you typed electronically, and vice versa), you are giving yourself a better chance of catching mistakes while proofreading.
- **Run your writing through a spell check software.** This is a quick and easy way to find any spelling or grammar mistakes. This software is built in and defaulted to on Google Docs and Microsoft Word.



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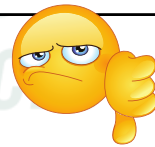
Proofreading

Best Practices, cont.

- **Make sure any placeholders are filled in.** Sometimes, we use placeholder words, or leave notes for ourselves on where to use an in-text citation. Make sure these are addressed and remedied in your final draft. It may be helpful to put these placeholders in red, for example, so that they stand out when you proofread your work.

In “Sorties,” Hélène Cixous demonstrates how the gender binary is reinforced by the related binary of *activity and passivity*, in which activity is associated with masculinity and passivity with femininity (**page number**). Additionally, she also expresses why it is important to embrace both masculinity *and* femininity—and why women are uniquely oriented towards this embrace (**author name & page number**).

Before proofreading



In “Sorties,” Hélène Cixous demonstrates how the gender binary is reinforced by the related binary of *activity and passivity*, in which activity is associated with masculinity and passivity with femininity (579). Additionally, she also expresses why it is important to embrace both masculinity *and* femininity—and why women are uniquely oriented towards this embrace (Cixous 582-583).

After proofreading



Proofreading

Best Practices, cont.

- **Read your work out loud.** Hearing your words out loud helps to identify any awkward phrasing, run-on sentences, or poor flow in your document.
- **Ask a friend to read over your work.** Another pair of eyes on your text will help illuminate any elusive tricky spots in your draft. It's easy to be immersed in your own thoughts and words, and difficult to see these as separate from you. Hearing a second opinion or a first impression from someone less intimately familiar with your writing will help you further proofread and revise.

Need more help proofreading? [The Writing Resources Center \(WRC\)](#) is happy to look over your draft and provide guidance as you proofread.

Generative AI and Proofreading

CAUTION

We know that it can be tempting to use AI for many steps in the writing process. However, **we strongly encourage you to proceed with caution when using AI to proofread.** Sometimes, it will generate a proofread version of your document that significantly alters the syntax and vocabulary, obscuring your own unique writing voice. It is our view that **proofreading is best done by human eyes**, as it takes into account stylistic and rhetorical choices in addition to technicalities like grammar and mechanics.