



Proofreader Roles and Responsibilities

Proofreader responsibilities differ slightly from those of editors. By the time a job reaches proofreading, any errors relating to the job details and style guide should be corrected.

As such, proofreaders should look for issues related to overall writing quality. Refer to this checklist as a guide but please note that it is *not exhaustive of all the errors you may encounter*.

- **Grammar**
 - Are there [common](#) grammatical errors?
 - Is the tense consistent throughout?
- **Spelling**
 - Is spelling correct?
- **Punctuation**
 - Is there consistent comma usage?
 - Is consistent bullet point language used?
- **Structure**
 - Is the heading structure consistent? (i.e. If a heading is one word, the rest should be one word; if a heading asks a question, the rest should ask a question.)
 - *Please use your judgment with this. If it seems natural for one heading to be a question, you can leave it as such and not change the rest.*
- **Sentence structure**
 - How well are sentences structured?
 - Is variation in sentence structure represented?
- **Transitions/Overall flow**
 - Do sections flow naturally from one to the next?
- **Voice**
 - Did the writer use active voice rather than passive?