



# College of Engineering

## Proofreading checklist

The College of Engineering follows [UW style guidelines](#), which are drawn from the current editions of *The Associated Press Stylebook* and *Webster's New World College Dictionary*.

### Content

- No text missing
- No text repeated

### Spelling and capitalization

- Proper nouns, common words and special terms properly spelled and capitalized
- Abbreviations and shortened forms defined on first use, then properly spelled and capitalized
- Homophones (your/you're, lead/led, etc.) have been caught
- Numbers one through nine are spelled out; numerals used for numbers 10 and up
- UW style follows sentence-case for titles, headings and subheads
- Proper capitalization following a colon

### Punctuation

- No punctuation missing
- No punctuation duplicated
- No punctuation misplaced
- UW style does not use a serial (Oxford) comma
- Apostrophes used only for possessives or missing letters, not plurals
- Apostrophes and quotation marks are curly (not straight) and face the correct way
- Parentheses, brackets, and quotation marks always appear in pairs (opening and closing)
- Em dashes, en dashes and hyphens used appropriately
- Correct word division (end-of-line hyphenation)
- Consistent spacing around em dashes and ellipses

### Word and line spacing

- Words are separated by only one space
- End punctuation and commas followed by only one space
- No widows (too-short line at end of paragraph) or orphans (first line of paragraph at the end of a page)
- Bad breaks or sentences hyphenated across pages have been flagged
- No tight or loose lines

### Titles, headers and footers

- UW style follows sentence-case for titles, headings and subheads
- Consistent alignment of and spacing above/below titles, subtitles and headings
- Titles, subtitles, headings, headers and footers properly spelled and capitalized

## Numbering

- Sequence correct (consecutive) for pages, figures and sections
- Form (arabic vs. roman numerals) consistent

## Images and captions

- Images match surrounding text
- Images are high resolution
- Images include caption and credit information, if applicable
- Tables, graphs and charts are logical and easy-to-read and have no typos