

Proofreading

Use checklist of nine elements on p. 570.

1. Check organization

Holistic (overall) view:

=> check if the paper has all components and in the right order.

See Excerpt 18A, p. 571

More detailed view:

=> use the move structures to check each section of your paper.

2. Remove redundancy

See p. 574.

Sampling Procedure. The sampling procedure was as follows ...

Site of Investigation. The site of investigation was the ...

3. Check tense and voice

See tables for tense and voice throughout textbook (list on p. 576).

4. Check for common errors (spelling, grammar, parallel structures, etc.)