

Proofread your work for accuracy of text that you have placed in quotation marks and for accurate use of quotation marks with all of the author's words

Proofread (or <i>proof</i>) your work	Merriam Webster Online: “ to read and correct mistakes in (a written or printed piece of writing)” <ul style="list-style-type: none">• “He <i>proofread</i> the essay carefully.”
	<i>A brain trick for proofreading what you say for accuracy, good language, and for clarity</i> For accuracy of text you have placed in quotation marks Place your textbook (or a primary for this writing) on the left and your paper on the right. <ol style="list-style-type: none">1. Between the opening quotation mark (“) and the closing quotation mark (”), check each letter and each punctuation mark.2. If you do not match the source, fix your paper.3. If you notice that nearby words are also in the same words and order as the source, fix your paper. To prevent this problem , choose 3 to 6 words that are worth quoting, place a “ at the beginning and a ” at the end, and change nothing between the “ and the ” <u>For accuracy of words from the source</u> <ol style="list-style-type: none">1. Have you made sure that you have placed the author's words in quotation marks as you should? Go to Turnitin and check the Originality report for your paper.2. If some of your words are identified as a match of other submissions and those words are not in quotation marks (“”) correctly, then go compare those words in your source and in your paper letter by letter.3. If you should have used quotation marks (“”), fix your paper. To prevent this problem , close your book before you write or type one word. If you need to open the book, close it again before you start to type or use a pen or pencil.

All definitions are from the Merriam-Webster Online (<http://www.merriam-webster.com/dictionary>).

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WCJC Department: History – Dr. Bibus
Contact Information: 281.239.1577 or bibusc@wcjc.edu
Last Updated: 2018
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