

Checklist: Common Mistakes In Academic Writing

To ensure your academic writing is **clear**, **precise**, and **error-free**, use the following checklist to review your work and catch common mistakes!

☐ **Did I maintain consistency in English variants?**

(e.g., British vs. American English spelling)

☐ **Did I proofread for common grammar mistakes?**

(e.g., punctuation, verb tense, subject-verb agreement)

☐ **Did I use the correct plural forms for technical or irregular nouns?**

(e.g., hypotheses instead of hypothesis; criteria instead of criterion)

☐ **Did I structure my sentences properly?**

(e.g., avoid fragments, run-ons, and misplaced modifiers)

☐ **Did I use specific and formal quantifiers?**

(e.g., a few instead of a couple of; much instead of a lot of)

☐ **Did I avoid misplaced modifiers?**

(e.g., ensure modifiers are placed next to the word they describe)

☐ **Did I choose active voice where appropriate?**

(e.g., "the researcher conducted the study" instead of "the study was conducted by the researcher")

☐ **Did I use the correct citation format and Latin terms?**

(e.g., et al. instead of Et al.)

☐ **Did I punctuate numbers and dates correctly?**

(e.g., use commas for thousands; apostrophes for decades; correct date format)

☐ **Did I avoid vague or informal phrasing?**

(e.g., use a handful of instead of a lot of; prefer precise verbs over phrasal verbs)

☐ **Did I check for consistency in pronoun usage?**

(e.g., ensure pronouns match in number and gender, and follow proper rules for subjective, objective, and possessive pronouns)

☐ **Did I use the correct verb tense and form?**

(e.g., "chose" instead of "choose" for past tense; use the appropriate transitive or intransitive verb)