

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)