

Cause and Effect Proofreading

When I get to the proofreading stage, I breathe a sigh of relief because I'm almost finished. Then I take a break for a while—when I've planned ahead I can even break for a day or two.

When I come back to my paper, errors are easier to find. Try my trick—it helps. Also, take advantage of the **Proofreading Guidelines**. They will remind you what to look for.