

Proofreading Checklist



Before you upload your final manuscript, make sure that all key elements are present in your paper: e.g., abstract; nomenclature; introduction; the body of your paper, which includes a description of the work performed and comparison of your results to prior work; conclusion; reference list; and acknowledgments, as appropriate.

Many inadvertent errors can be avoided by checking the following elements in your final manuscript:

1. Carefully proofread your title, author name(s), and affiliation(s), and make sure these elements match your data in ScholarOne. This will ensure that the title and author information are displayed properly once your paper is available online.
2. Proofread all text headings/subheadings and make sure the numbering sequence is correct.
3. Review your figures and tables for completeness of data and consistent use of terms and symbols.
4. Proofread all figure captions and table headings and make sure they are all correct and numbered in order. Confirm that all figures and tables are called out in numerical order in the text.
5. Proofread your equations to make sure there are no errors and that special characters/symbols are displaying properly. Confirm that equations are properly numbered.
6. Review your reference list for completeness and compliance with AIAA format.
7. Confirm that all references are called out in numerical order in the text.