



# PROOFREADING CHECKLIST

PROFESSIONAL VERIFICATION OF  
FINAL DESIGNED PAGE PROOFS

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# CHECKING FINAL DESIGNED PAGE PROOFS

These checks apply to designed page proofs (PDF or hardcopy). Be aware of the impact of your changes when marking up proofs at this stage – on the index, cross-references, references, contents, notes and pagination.

## Prelims

### Copyright page

- Check that author name and date of publication are correct, and that the copyright statement is present and correct.

### Contents page

- Check against all chapter titles and subheadings in main text for consistency of spelling and capitalization.
- Check page numbers against main text.

### Figures, tables, maps, plates

- Check against all entries in main text for consistency of spelling and capitalization.
- Check page numbers against entries in main text.

### List of contributors

- Check consistency with chapters in main text.
- Are the names spelled correctly and rendered consistently (e.g. A. B. Smith, AB Smith, A.B. Smith, Alan B. Smith etc.)?

### Pagination

- Check that all prelim pages are numbered consecutively and correctly in Roman (i, ii, etc. unless brief specifies Arabic).
- Check that size and position of page numbers is correct and consistent.

### Running heads

- Check that running heads in prelims are correct and consistent (size, font, colour, position on page).

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## Main text

### Pagination

- Check that all text pages are numbered consecutively in main text.
- Check that size and position of page numbers is correct and consistent.
- Check that first page of the first chapter starts on a recto (right-hand page).
- Check that all odd page numbers are on rectos.

### Running heads

- Check that running heads match chapter heads (or abbreviated forms of them).
- Check that running heads are correct and consistent (size, font, colour, position on page).
- Check running heads and folio numbers have been removed from landscaped figures and tables.
- Check that running heads have been removed from part- and chapter-title pages.

### Chapter titles and headings (incl. subheadings)

- Check consistency of font, spacing, colour, size, and position on page for each heading level.
- Check that capitalization is correct and consistent for each heading level.
- Check that each chapter drop is consistent.
- Check that space above and below is consistent within heading level.

### Lists

- Check that spacing above and below lists is consistent.
- Ensure line spacing of list entries is consistent.
- Check that bullet style is consistent within list type.
- Check that end-of-line punctuation is consistent within list.

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## Page depth

- Check page depth is consistent throughout.
- Look out for uneven page depths on facing rectos and versos (left-hand pages).

## Page margins

- Is the text area consistent throughout and adequate for printing and readability purposes?

## Notes and cross-references

- Ensure all notes are cued and numbered consecutively by chapter or through the book.
- Check that the note numbers given match the in-text note markers.
- If footnotes are used, check that each note appears on the appropriate page; if footnotes run over to the next page, there should be a short rule above the continuation (or other indicator as given by house style).
- Check any cross-references in the text to chapters, figures or tables.
- Highlight any cross-references that still need to be completed.
- Ensure that in-text citations are presented according to preferred style and can be located in the book's references or bibliography.

## More layout problems to look out for:

- Uneven spacing and leading.
- Irregular indentation of extracts.
- Crooked lines, especially in captions and headings.
- Wrong or inconsistent typefaces or type sizes.
- Bad word breaks that might trip the reader (e.g. cow-or-ker, trip-od).
- Widows and orphans.
- More than two end-of-line hyphens stacked on top of each other.
- Paragraph indentation (first paragraphs in a chapter or section are often not indented).
- Hyphens that should be dashes (e.g. when used parenthetically or in number ranges).
- Double spaces after full stops (periods).
- Rogue spaces at the beginning and end of paragraphs.

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## Extracts

- Check punctuation of sources.
- Check that extracts are set consistently (size, font, colour, position).
- Query any missing acknowledgements/permissions.

## Figures, tables, maps, plates

- Check that quality is acceptable.
- Is numbering correct and consistent?
- Is the design consistent (font, size, colour, spacing)?
- Check captions against lists of figures, tables or illustrations in the prelims.
- Check spelling, punctuation and grammar of figure labels and table column headings.
- Check alignment of columns in tables and positioning of ruled lines.
- Check that all illustrations provide a credit/source acknowledgement and query if any appear to be missing.

## End matter

### Notes

- Ensure all notes are cued and numbered consecutively by chapter or through the book.
- If notes are grouped at the end of the book, check the text and the page numbers given alongside to ensure they match the main text and the contents page.
- Check that the note numbers given match the in-text note markers.
- If running heads include cross-references to page numbers, check these are correct, or fill in if required.

### Glossary

- Is the list in alphabetical order?
- Check that the layout is consistent.

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## References

- Is the list in alphabetical order?
- Has the correct reference style been used correctly and consistently?

## Pagination and layout

- Check that all text pages are numbered consecutively in the end matter.
- Check that size and position of page numbers is correct and consistent.

## Page depth

- Check page depth is consistent throughout.
- Look out for uneven page depths on facing rectos and versos.

## Page margins

- Is the text area consistent throughout and adequate for printing and readability purposes?

## Running heads

- Check that running heads match chapter heads (or abbreviated forms of them).
- Check that running heads are correct and consistent (size, font, colour, position on page).

## Further reading

- Page Proofs and the Domino Effect
- Not All Proofreading is the Same: Part I – Working with Page Proofs
- The Author's Proofreading Companion