PROOFREADING CHECKLIST

PROFESSIONAL VERIFICATION OF FINAL DESIGNED PAGE PROOFS

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PROOFREADER & COPYEDITOR
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).
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.
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-orker, 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.
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.
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