

## Proofreader's Tips

There is no substitute for proofreading your document. Software grammar and spellcheckers can overlook mistakes and typos. The following are a few tips to make your proofreading successful:

- Have another person proofread your own work.
- It is best to proof a paper hard copy. It is easy to overlook mistakes when proofing on the screen. The same is true for web pages.
- Read the document to get a feel for style and content. Identify your audience and make sure your tone and vocabulary are consistent throughout.
- Read again checking for punctuation and spelling irregularities. Check for consistent spelling of names and alternate spellings.

- Read again aloud. If possible, have another person listen and read along to catch missing and doubled words.
- Read the largest text backwards (headlines, subheads, and pull-quotes) typos and spelling errors are often overlooked in the heads.
- Check spelling of names, company names, acronyms, and italics and capitals in titles, names and products.
- Call all phone numbers to verify. Double-check math operations and figures.
- Check artwork and captions to ensure correct placement. If art was scanned from transparencies (slides) check for flopped (mirror) images.
- If the text refers to material on another page in the document, make certain the reference is correct.

## Marking up your changes

Catching errors is one step, but marking them up so your typesetter can make the corrections is just as important. To avoid misinterpretations and costly additional proofs it is crucial to make your changes clearly:

- Only use abbreviations and shorthand if you want it printed that way. Mark all your changes exactly as you would like them printed on the final piece.
- Circulate only one proof copy. If several proofs are issued, and each is proofed by a different person, corrections often overlap

and conflict. This adds considerably more time to the design process, and incurs unnecessary additional costs. If you must have multiple proofs, designate someone on staff who will transfer all the corrections on to one copy. This is important because often comments conflict and there should be no guess-work at this stage.

- Avoid marking the text with just a "?", "spell?", or any questions. Write on the proof copy exactly what you want.

At right are proofreaders marks from the *Chicago Manual of Style*. If you use another it is good to communicate that with your designer.

-  Delete
  -  Close up; delete space
  -  Delete and close up (use only when deleting letters within a word).
  -  Let it stand
  -  Insert space
  -  Begin new paragraph
  -  Move right
  -  Move left
  -  Center
  -  Flush left
  -  Flush right
  -  Align vertically
  -  Set in italic type
  -  Set in Roman type
  -  Set in boldface type
  -  Set in lowercase
  -  Set in CAPITALS
  -  Set in SMALL CAPITALS
  -  Wrong font; set in correct type
  -  Insert here, or make superscript (n<sup>i</sup>)
  -  Insert here, or make subscript (n<sub>i</sub>)
- PUNCTUATION MARKS
-  Insert comma
  -  Insert apostrophe (or single quotation mark)
  -  Insert quotation marks
  -  Insert period
  -  Insert hyphen
  -  Insert em dash
  -  Insert en dash