Proofreading Checklist

Details

Author	
Title	

Prelim Checks

Title page: title-author-publisher	
Copyright page: author-date-copyright statement.	
Dedication page: spelling-punctuation-grammar	
Acknowledgements: spelling -punctuation-grammar (correct and consistent)	
Foreword: layout-spelling-punctuation-grammar (correct and consistent)	
Preface: layout-spelling-punctuation-grammar (correct and consistent)	
Table of Contents: cross-reference with chapter headings and subheadings in main text	
Table of Contents: cross-reference page numbers against main text	
Figures, Tables, Maps: cross-reference entries in main text for spelling and capitalisation	
Figures, Tables, Maps: cross-reference page numbers in main text	
Contributors: check against main text	
Contributors: consistent spelling-consistent name rendering	
Pagination: consecutive-lower case Roman-consistent positioning	
Running heads: size, font, position (correct and consistent)	

Main Text Checks

Pagination: consecutive-size-position-Arabic	
Pagination: first page on recto (right-hand page)-odd pages on rectos	
Running heads: size-font-position (correct and consistent) -match chapter heads	
Running heads: removed from landscaped figures and tables – removed from chapter title pages	
Chapter titles and headings: font-spacing-size-capitalisation (consistent)	
Chapter titles and headings: chapter drop-space above and below (consistent)	
Lists: line spacing-bullet style-end-of-line punctuation	
Notes and cross-references: cued consecutively-short rule above continued footnotes-in-text citations in preferred style and matched to reference list/bibliography	
Layout: widows and orphans-rivers-double spaces-rogue spaces-indentation-word breaks-typefaces and sizes-hyphens/dashes	
Extracts: punctuation of sources-missing acknowledgements/permissions	
Figures, Tables, Maps: match against list-correct captioning-sources credited-alignment-quality-numbering	

End Matter Checks

Glossary: alphabetical-consistent layout	
Afterword: layout-spelling-punctuation (correct and consistent)	
Appendices: layout-consistent numbering-match to in-text references and contents list	
Bibliography/References: alphabetical-consistent use of preferred style	
Pagination: consecutive-correct and consistent	
Running heads: match chapter heads-consistency of font, size, position	