



Proofreading Checklist

What is proofreading?

Proofreading is a final quality assurance check, usually following a copyedit and/or typesetting. It's an opportunity to catch any lingering typos, formatting issues or layout mistakes before publication.

Sometimes a copyedit (improving flow, clarity and grammar) can be combined with proofreading (fixing final spelling, punctuation and formatting errors) as a faster and more cost-effective process. This is called a proof-edit (a separate service).

What does proofreading involve?

- Fixing subject-verb disagreements and incorrect verb tenses
- Correcting errors or inconsistencies in spelling and punctuation
- Checking for consistent fonts, headings, indentation, spacing and page numbers
- Ensuring adherence to a style guide, regarding hyphenation, capitalisation and spelling variations, such as UK or US English
- Ensuring visual elements are placed correctly and correspond to the text
- Verifying headers, footers, page numbering and table of contents

Checklist

Prelim (front matter) checks	
Title page: Does the title page include the full title, author name and publisher?	
Copyright page: Does the copyright page include the author, date and full copyright statement?	



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Dedication page: Is the dedication page free of spelling, punctuation and grammar errors?	
Acknowledgements: Are spelling, punctuation and grammar correct and consistent in the acknowledgements?	
Foreword: Is the foreword layout correct, with consistent spelling, punctuation and grammar?	
Preface: Is the preface layout correct, with consistent spelling, punctuation and grammar?	
Table of Contents: Do all TOC entries match the chapter headings and subheadings in the main text?	
Table of Contents: Do the page numbers in the TOC match the main text?	
Figures/Tables/Maps lists: Do list entries match spelling and capitalisation in the main text?	
Figures/Tables/Maps lists: Do the page numbers in the lists match the main text?	
Contributors: Do all contributors listed match those appearing in the main text?	
Contributors: Are contributor names spelled consistently with consistent name rendering?	
Pagination (prelims): Is pagination consecutive, using lower-case Roman numerals, with consistent positioning?	



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Main body checks	
Pagination (main text): Is pagination consecutive, using Arabic numerals, with correct size and position?	
Running heads (main text): Are running heads correct in size, font and position, and consistent?	
Running heads (main text): Do running heads match chapter headings?	
Running heads (main text): Are running heads correctly removed from landscaped figures/tables and chapter title pages?	
Chapter titles and headings: Are font, spacing, size and capitalisation consistent?	
Chapter titles and headings: Is the chapter drop (space above and below) consistent?	
Lists: Are line spacing, bullet style and end-of-line punctuation correct and consistent?	
Notes and cross-references: Are notes cued consecutively, with short rule above continued footnotes? Are in-text citations in the preferred style and matched to the reference list/bibliography?	
Layout: Are there any widows, orphans, rivers, double spaces, rogue spaces, incorrect indentation, bad word breaks, inconsistent typefaces/sizes or incorrect hyphens/dashes?	
Extracts: Is source punctuation correct? Are all required acknowledgements/permissions present?	



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Figures, Tables, Maps: Do they match the list entries, have correct captions, credited sources, proper alignment, acceptable quality, and correct numbering?	
End matter checks	
Glossary: Is the glossary in alphabetical order with consistent layout?	
Afterword: Is the afterword layout correct, with consistent spelling and punctuation?	
Appendices: Is appendix layout consistent, with correct numbering that matches in-text references and the contents list?	
Bibliography/References: Is it in alphabetical order with consistent use of the preferred style?	
Pagination (end matter): Is pagination consecutive, correct, and consistent?	
Running heads (end matter): Do running heads match chapter heads, with consistent font, size, and position?	