



Proofreading checklist

When proofreading page proofs for an edited manuscript, do the following:

General

- Check if there is an accompanying USB or map plate to be inserted inside the back cover for the limited print run, and for the eBookshop entry

Front matter

Cover

- If a Report/Bulletin, check that the front cover image is high resolution and appropriate
- If a Report/Bulletin, check the back cover copy and spot location are correct
- Check the title and authors are correct (on front and back cover)
- Check the layout is correct
- Check any logos are appropriate

Title page

- Check the author affiliations
- Check the publication number
- Check the document title
- Check the year
- Check the authors

Imprint page

- Check the front matter page numbering
- If a Report/Bulletin, check the Cataloguing-in-Publication (CiP) information is correct
- If a Report/Bulletin, check the image caption is present and correct
- If a Report/Bulletin, check the ISSN
- If a Report/Bulletin, check the staff and printer information is correct
- Check the printing date
- Check the copyright information
- Check the contact details
- Check for any disclaimers required
- Check the grid references information is correct

Contents page

- Cross-check all entries against actual entries in the document
- Check the heading levels in the contents match those in the document
- Read each entry for spelling errors
- Verify the page numbers
- Check appendices list
- Check figures list
- Check tables list

Content

- Scan each page for obvious formatting errors
- Check the text carefully for typographic and layout errors
- If new text is to be added (even though this should not happen at this stage), type up text and put in folder (for DTP), print out and mark clearly on the page where the new text is to be placed
- Check recent edits. Pay close attention to any material copied and amended
- Read all chapter or section titles
- Check that steps in all procedures are numbered in sequence

- Check the page numbering
- Check the fonts and type sizes
- Verify cross-references
- Check for duplicated or missing material
- Read the headers on each page
- Read the footers on each page
- Read all of the body copy carefully
- Check all in-text references, and that all figures have been cited. If changes need to be made to layout that will affect these, flag to check at next set of page proofs
- Check that levels of all headings have correct proportional size, and font style is consistent
- Check that spacing is consistent between headings and text, and headings and headings. There should be more space before headings than after headings
- Check headers and footers are correct and consistent
- Page numbers are consecutive and correct (and match contents page)
- Check for missing opening or closing quotation marks, or brackets
- Check for smart (curly) quotes
- Ensure page endings are appropriate (no widows, orphans)
- Ensure line endings and breaks are appropriate (note hyphenation)
- Check en dashes are used consistently and where appropriate (not dashes)
- Check use of capitals is consistent
- Check appendices and any figures in the appendices are present and correct

Tables

- See that graphics and tables are sensibly placed and have consistent headings and labelling
- Read all table headings
- Read all table footnotes/notes, and the table numbering
- Check that numbers in tables are aligned correctly
- Check the source and acknowledgement style
- Check the caption style is correct and consistent
- Check in-text table reference

Figures

- Scan each figure for obvious errors
- Read all labels and titles in figures
- Check the figure numbering and that the correct figure is with the correct number
- Read nearby text that refers to the figure
- Check the source and acknowledgement style
- Check the caption style is correct and consistent
- Check in-text figure reference

References

- Check that all references in the reference list are cited in the document
- Check that all in-text references are cited in the reference list
- References should be in Reference Manager, but still check that the style of references is correct
- Check that initials do not get separated from the whole name on the next line
- Check all line endings
- Check 'in' and 'edited by' are in italics, and that entries are alphabetized

Index

- Read the text of each index entry
- Check the indentations
- Check the alphabetization
- Verify the index page numbers