APRICOT ZEBRA

Proofread checklist

Proofreading is the final editing step in the publishing process. The document being proofread should be in the format it will be published in. Generally this is when it's been laid out by a graphic designer.

The proofreader corrects errors in textual and visual elements. The aim is to ensure that the material is complete, consistent and correct. If the document has been professionally copy edited and the content hasn't evolved since then, changes at the proofreading stage should be minimal.

Proofreading is not the same thing as copy editing and is not a substitute for copy editing. If your document hasn't been professionally copy edited, you need it copy edited, not proofread. For more information on copy editing, see our Copy edit checklist.

Once it's been proofread and is judged to be error free, the document goes to the printer or is approved for online publication.

The list below is not exhaustive. For more information, see the Commonwealth *Style manual for authors, editors and printers* (Snooks & Co, 6th ed).

What does the proofreader check?

Front matter
- Title page contains full, correct information.
- Reverse title page contains all necessary information – for example, copyright, acknowledgments, contact details, publisher details.
- Lists of figures and tables are complete, and titles and numbers of all listed figures and tables match those in text.
- Table of contents has correct page numbers, and headings in table of contents match those in the text.
- Heading styles follow the style sheet.

Punctuation, spelling and style
- Italics, capitalisation and hyphenation are correct and follow the style guide.
- Shortened forms and preferred terms are used appropriately and defined where required.
- Lists, numbers, dates, percentages and statistical data are correctly and consistently formatted.
- Punctuation is consistent and follows accepted standards.
- Spelling follows the guide that has been stipulated (for example, Macquarie Dictionary).

- There are no typographical errors.
- Fonts, font weights, line weights, colours, spacings and so on are in line with the design style sheet.

Grammar

- All sentences are complete.
- Verb tenses are consistent.
- Subjects and verbs agree.
- Lists are set out in a grammatically correct way.

User aids (tables, figures, maps and illustrations)

- There are no user aids missing.
- Formatting of all user aids is consistent (eg line weights, layouts, orders of information, colours, fonts).
- Numbering of tables, figures and so on is sequential.
- Image and illustration reproduction is of high quality.
- Captions are correct.

End matter

- Appendixes are all there and in correct order.
- Bibliography, glossary and index are there if required.
- Indexes are formatted correctly and properly alphabetised.
- Formatting of appendixes, bibliography and glossary follows the style guide.