

PROOFREADING CHECKLIST EXAMPLES

Chain of Command | Book style sheet wins every debate

Chicago Manual of Style → *Merriam-Webster's 11th* → Publisher style guide → Book style sheet

Prepublication Proof

- Double spaces: easiest to spot while in Word with all formatting visible
- Remove bold case and underlining (common publisher request)

First Pass/Second Pass

- Match body text to contents by checking:
 - Order and wording of front and back matter
 - Chapter titles, subheadings (don't forget chapter title references in notes and appendixes)
 - Page numbers
 - Internal references
- Check format consistency: capitalization, font size, styling, spacing, etc.
 - Chapter opening pages
 - Call outs, illustrations, tables, charts, hiatus breaks
 - Headings and subheadings
 - Words used as words should be set in italics
 - *Consistency* in applying rules on when to spell out numbers
 - Footnotes, endnotes, and bibliography correct per *CMOS* (publisher prefer 16th or 17th?)
- Grammar
 - Dangers
 - Antecedent clarity
 - Verb tenses/plurality
- Punctuation
 - Ellipses formatted per publisher style or default to *CMOS*
 - Dashes (two hyphens to em dash, no spaces, en dashes with inclusive numbers)
 - Semicolons and colons correct; commas replaced with these when needed
- Spelling (follow Chain of Command)
 - Hyphenated words: correct as is or close up?
 - Compound words: correct as is, hyphenate, or set open?
 - Common misspellings (easiest to spot in prepublication pass in Word)

Format Check/Final Pass

- Bad line/word/page breaks, short lines (<6 characters), short pages (<5 lines), widows
- Stacks (3+ in a row: hyphens, words, prefixes, etc.)
- Running heads; page numbers; chapter and part opener styling
- Tight or loose lines; facing pages with one page running long (>2 lines difference)