### GENERAL INSTRUCTIONS

Write neatly using a red pen or pencil.

Use **standard** editing marks.

Place changes and additions above the lines or in the margins.

Make a glossary of all words that should be treated consistently.

Number all pages sequentially adding a, b, c, etc. to inserts.

Review and correct spelling, grammar, and punctuation.

Correct inconsistencies.

**Note** awkward and confusing sections.

**Note** major organizational problems.

### ADDITIONAL COPYEDITING TASKS

- Make a Table of Contents for text and exhibits.
- Verify text headers and exhibit titles with Table of Contents.
- Format document.
- Correct footnote numbers.
- Correct page numbers.
- Mark headers.
- Add typist/ typesetter instructions.
- Mark end-of-line hyphens for deletion or retention.
- Make all tables consistent.
- Check consistency of text; rewrite when necessary.
- Check pronouns; make sure all have clear antecedents; replace with nouns or rewrite.
- Correct text for active voice whenever appropriate.
- Eliminate offensive language.
- Spell out acronyms and abbreviations at first mention.
- All referenced exhibits and footnotes follow the text reference.
- Check cross references for accuracy and consistency.
- Put bibliography and footnotes in consistent format.

### EDITING, REWRITING, AND RELATED TASKS

- Check math, numbers, problem, answers to questions.
- Check descriptions in exhibits against text information.
- Review entire document and delete unnecessary sentences and paragraphs.
- Add or delete heads and subheads as appropriate.
- Check organization and reorganize if necessary.
- Rewrite awkward and confusing sections.
- Review logic; strengthen weak points.
- Write transitions.
- Check accuracy of content.
PROOFREADING CHECKLIST

GENERAL INSTRUCTIONS

Mark all typos.
Question missing pages, blanks in text, errors to alphabetical or number sequence.
Indicate first mention of exhibits, footnotes, and appendices.
Correct misspellings.
Compare table of contents with text, mark differences.
Check capitalization, misalignment, spacing, notation, punctuation. Question inconsistencies.
Check for problems in running headers, placement of exhibits following references, spacing, etc.

Ignore: I                     Mark for correction: M                     Question: Q

_____ Page widows
_____ Paragraph widows:
   Any divided word
   Word or syllable less than _____ characters
_____ Word division errors
_____ Grammatical errors
   Obvious only
   Moderate faults
   All
_____ Punctuation errors
   Obvious only
   Moderate faults
   All
_____ Editing inconsistencies (capitalization, spelling, abbreviation, etc.)
   Obvious only
   Moderate faults
   All
_____ Editorial problem (makes no sense, obvious omissions, etc.)
   Obvious only
   Moderate faults
   All
_____ Mechanical faults (misaligned characters or headers, etc.)
   Obvious only
   Moderate faults
_____ Spacing errors (line spacing, indentation, justification, etc.)
   Obvious only
   Moderate faults

Document ___________ Style ___________ PD ___________ Proofreader ___________

Special instructions:
READ-BEHIND CHECKLIST

_____ Review editing checklist and instructions.
_____ Review editor’s style sheet.
_____ Spot-check items to see if editor followed instructions.
_____ Check levels of headers; check headers against the Table of Contents.
_____ Check the editing for readability.
_____ Check style decisions against manual.
_____ Check first references for all exhibits, tables, and footnotes.
_____ Check footnote sequence.
_____ Compare all exhibits to text descriptions.
_____ Check tables for consistency of style.
_____ Check footnotes for consistency of style.
_____ Check lists for punctuation and style consistency.
_____ Resolve editor's questions when possible.
_____ Check format for consistency.
_____ Check math.