



DESIGN *for* BOOKS

PROOFREADING CHECKLIST

IMPORTANT: Proofread your book carefully before submitting it to print. Designers, typesetters, and editors make mistakes, but the publisher has final responsibility for any errors that go to print. If you have not worked with a professional proofreader before, please understand that it is easy to underestimate the skills and techniques involved. Often significant and embarrassing mistakes go unnoticed.

Minimal proofreading includes checking the entire book when you receive 1st-pass pages—all texts, heads, chapter titles, running heads, etc.—and then all key-ins for altered texts for any additional passes. Proofreading a book requires more than checking the main texts. It requires checking the page layouts, all forms of cross referencing, and more.

I would like to help you with a short checklist of the most basic and commonly overlooked matters if you have decided to do the proofreading yourself.

- Check that the ISBN on the copyright page matches the ISBN on the back book cover.
- Check any internal cross-referencing to be sure heads and page numbers still fully correspond on final pages.
- Check the copyright and publication date on the copyright page.
- Check the publisher email address on the copyright page.
- Check the spelling of the author name on the title page and the front, spine, and back of the book cover.
- Check book title wording and spelling on cover, spine, and title page.
- Check to be sure that edits to the chapter titles were put in running heads.
- Check that running heads match chapter titles.
- Check to be sure that edits to the chapter titles and heads were put in the table of contents.
- Check page numbers in the table of contents.
- Test URLs.

Significant mistakes can slip by where you least expect them.

THE ABOVE LIST IS NOT A COMPLETE CHECKLIST

There are online proofreading tests if you want to evaluate your proofreading skills. I recommend The Society for Editors and Proofreaders free online test, but bear in mind that the test is for U.K. style and spelling conventions and on many matters U.S. conventions are different: <https://www.sfep.org.uk/resources/test-yourself/>

Call me if you would like an estimate for professional proofreading.