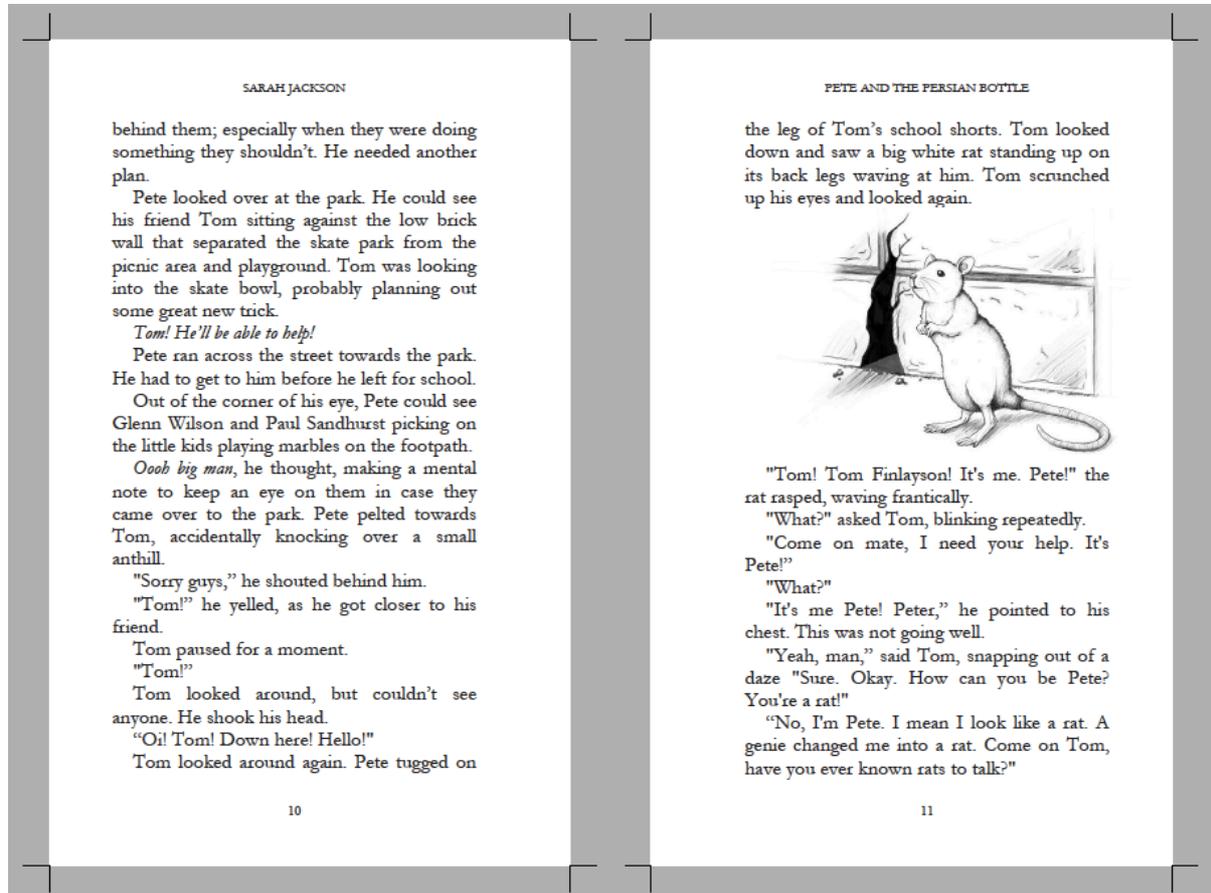# Editing your print proof - checklist

What is a print proof?

A print proof is a copy of your manuscript set out on the page. The print out (or electronic file) will show you exactly how the text (and images) will look. It's a 'test book' if you like. It will look something like the image below:

Sample print proof page from "Pete and the Persian Bottle" by Sarah Jackson

By the time you get to the print-proof you would have (<u>should</u> have) done a complete structural edit (making sure that the plot flows and that there aren't any saggy bits in the story), and a format edit (checking for spelling, grammar, and punctuation errors). This is your last chance to edit, alter and make any corrections before your book goes to print/upload.

Even if you are going through an established publisher check your work very carefully. How many of us have seen mistakes and typos in books published through the Big Five (and that's not even getting on to the smaller operations and let's not even talk about the shabby products put out through vanity press companies).

Don't be afraid to re-submit and ask for changes. This is what they are for!

Check the copy

Print Proof Edit Checklist

- [ ] Print out the book if you only have an electronic proof
- [ ] Give to at least one other to check
- [ ] Pages numbered correctly, pages on the right should have odd numbers
- [ ] Odd page headers – Are they consistent throughout the book
- [ ] Even page header – Are they consistent throughout the book
- [ ] Blank pages - Are they intentionally there (front matter will have some)
- [ ] Check each page for odd looking gaps, or sections of white (called rivers). Mark up.
- [ ] Is the font and font size consistent for each section (may be different size in index)
- [ ] Font size easy to read? 12 standard, 16 big print.
- [ ] Check for even spacing between lines, sections and paragraphs

Front matter

- [ ] Is the title page correct and all spelling checked
- [ ] Publication details (copyright, ISBN etc.) are included and correct
- [ ] Dedication – correct version, names spelt correctly
- [ ] Make sure that there are no headers in Front matter (unless you want them)
- [ ] Page number in footers should be in Roman Numerals
- [ ] Table of contents – check spelling of all items, check that chapter numbers and
- [ ] Table of contents – check chapter names and numbers are correct
- [ ] Table of contents – check page number for each chapter
- [ ] Acknowledgement/Introduction – check version, read through

Chapter by Chapter Check

- [ ] Read each chapter out aloud to check your punctuation
- [ ] Spelling – consistency of character names, places and alike
- [ ] Check contractions (It's, you've etc.)
- [ ] Is the punctuation consistent? (E.g. use of "")
- [ ] Are images, diagrams and tables centered, clear and legible
- [ ] Standard spelling and grammar check
- [ ] Footnotes, table and image labels are correct and in standard formatting

End matter

- [ ] Indices correct – spelling and page references ok
- [ ] If using end notes check the references
- [ ] 'About the author' information current and correct
- [ ] Advertising/promotion for other works current and correct

Then what

- [ ] Read it back to front – last chapter first
- [ ] Read it back to front checking each individual word (start at last word)
- [ ] Check your copy against that of the other reader
- [ ] Send the corrections back to the publisher/printer
- [ ] Request another copy (until you are happy with it)