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Proofreading guidelines

The aim of this short guide is to introduce you to the standard procedures to use when you are correcting your proofs. By following the standard procedures, you will help us to produce your book as economically, efficiently and quickly as possible.

Before your typescript was sent to the typesetter, it will have been copy edited. Your copy editor will have marked up the copy for the typesetter and corrected any stylistic or syntax errors and inconsistencies. Any substantive changes will have been brought to your attention at the copy editing stage. The typeset proofs have been sent to you so that you can see what your book looks like and so that you can read it through to pick up any errors that may have occurred during copy editing or typesetting. It is essential that you read through your proofs with care as errors that are missed are likely to appear in the final printed version of your book.

Please mark up all the corrections on the PDF using the mark up tools in Acrobat. You should mark any copy edit or typesetter errors, remembering to pay attention to spacing errors in lines, type of capitals requested by copy editor (full or small), punctuation etc.

Please resist the temptation to make new changes that do not directly result from copy edit or typesetter errors. The typesetters pay for their own errors, but unfortunately, we must charge to you any new amendments you make which exceed 7.5% of the total typesetting cost, as stated in your contract. **Please remember that at proof stage it is too late to incorporate rewriting of the text.**

Important points to remember when correcting your proofs

- **Is your correction really necessary?** All copy edit and typesetting errors should be corrected. Other corrections should be avoided (please see above).

- **Do the number of character deletions (including spaces) in a chapter equal any additions? Do the number of characters added equal those deleted?** If not, please rework the amendment to match this as closely as possible, as otherwise the typesetter may have to remake the whole page or even the whole chapter, which may have serious effects on index accuracy, number of proof stages involved and timing.

- **Avoid changing the size or position of illustrations** unless it is absolutely essential as this also risks causing significant repagination. Remember that books are designed in double-page spreads, so often if an illustration is not on the page where it is discussed, it is on the facing page. Select View > Page Display > Two Page View and ensure option is set to 'Show Cover Page' to see the proofs as double-page spreads.

- **Please remember that if you ask the typesetter to make a new paragraph, this will add an extra line.** If a new paragraph is necessary, please suggest what can be deleted in order to avoid a pagination change.

- **Avoid marking up with comments or statements that are in any way ambiguous** (e.g. 'really?', 'is this ok?', 'perhaps we could…?', 'I don't like this' etc.) All comments need to be clear instructions for the typesetter as otherwise they may be misunderstood or ignored.

How to read the proofs

- Read your proofs slowly, letter for letter, so that you see every letter in each word and note the punctuation in each sentence.

- Check that all the words that should be there are there, and then that all the letters of each word and punctuation have been set properly. This usually entails reading twice.

- If you find an error, you should reread the line after you have made the correction for two reasons:

- To make sure that your correction makes sense in the sentence as a whole (i.e. that you haven't inadvertently left in a stray 'to' or 'and', which is very common)

- To make sure that there is not another error close by. When there are two errors on a line, it is very common for the eye to leap over the less obvious one straight to the obvious one!

- Ensure that no opening or closing quotation marks or brackets are missing.

- Take particular care over words or phrases that are not in English.

- Remember that a typesetter's error can sometimes change one actual word to another, e.g. 'ingenuous' can become 'ingenious'.

- Before changing the use of capitals, spelling forms and punctuation, remember that the copy editor may well have decided on the form shown for the sake of consistency so please check first against the Style Sheet for your book if one has been supplied, and if the word is not listed, search across the proof to see if a consistent approach has been used. This is especially important in contributed books where different authors may have used different spellings or capitalisation.

- If type appears to be set at the wrong size or in the wrong font, please mark these 'wrong size' or 'wrong font'.

- Word-breaks should be left unaltered unless they are misleading or change meaning (e.g. 're-cover' for 'recover' means to cover again).

- Fill in any blank cross references ('see p. 000', 'see note 000' etc.), replacing '000' with the number of the correct page, note etc.

- The running heads should be checked for errors, to ensure that they are positioned correctly, and to ensure they match the Table of Contents. If you change the title of a chapter, please also change it in the Table of Contents and check if the running head also needs to be changed.

- Check that any tables and figures are all present and correct, including captions and any necessary acknowledgements. If you change the caption/acknowledgements, please also change it in the List of Illustrations.

- Please supply any text that requires special layout (e.g. poetry) separately in a Word file for the typesetter to follow.

Prelim pages

- Check if there are any errors in the title, headings etc.

- Check that your name and any contributor names are represented properly.

- Check the contents page carefully to ensure that the part and chapter titles shown exactly match the part and chapter titles in the text.

- Check that the page numbers given for each chapter are correct.

- Check that the list of illustrations is correct and matches the captions in the text, and that the page numbers given are correct.

Guide to PDF Markup

To edit your proofs, download the free software **Adobe Acrobat Reader** from
https://get.adobe.com/uk/reader/

There is a detailed guide to using annotation and markup tools at
https://helpx.adobe.com/uk/acrobat/using/mark-text-edits.html

Please do not try to edit the text directly: instead use the mark up tools to give clear instructions to the typesetter on the corrections needed. Any text edits made directly to the PDF will not be corrected in the revised proofs.

Click on 'Add Comments' at the left of your screen. The markup tools are on the two menus here:

Commenting tools

Highlight, Underline, Strikethrough
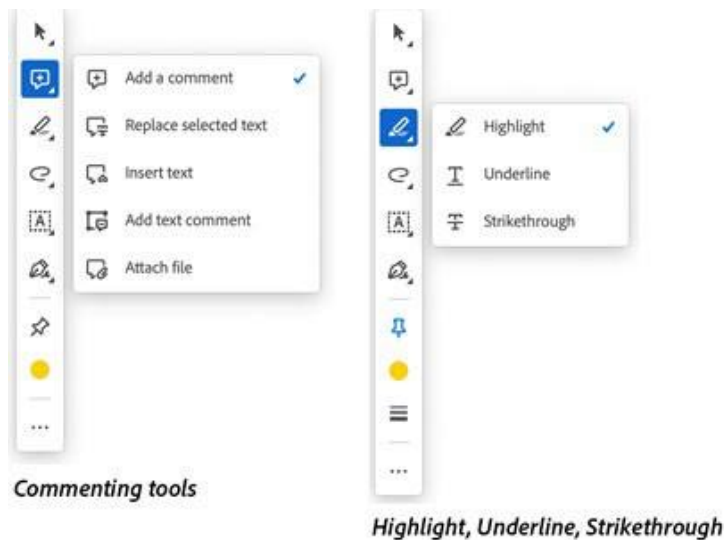
The tools that you are most likely to use are:

- **'Strikethrough':** highlight the text you want to delete with the cursor and select the text deletion tool.

- **'Replace selected text':** select the text you want to replace and double-click to add the replacement text in a comment.

- **'Insert text':** select the precise point in the text where you want to add text and double- click to add the additional text in the comment. (Make sure you have added a space before or after the word(s) if needed.)

- **'Highlight':** highlight the text and double-click the highlighted area to add a comment to explain the change needed (e.g. to mark text to be changed to italics or to indent a paragraph that has been set as full-out).

- **'Add text comment':** use this tool only if you need to add other instructions that are not covered by the options above.

There is no need to both highlight the text and mark the insertion/strikethrough.

Be sure to save your document with the changes you have made using a clear file name (e.g. Smith Proof 1 Author Proof corrections_date.pdf) before returning them to your Desk Editor.