# UTEP COPY MINE

## Proofing Checklist

**Before you sign off on your proof, make sure that you have checked all the relevant boxes below.**

___ Printed copy of the proof – We know from experience that the best way to proof something is when it is printed!

___ Spelling and grammar – Are all names spelled correctly? Watch out for words spell check won't catch, such as it's/its, their/there, your/you're, were/where, then/than, and to/too.

___ Images – Are all images in the correct place and in the correct size? Do images appear fuzzy? Do all images have the correct captions?

___ Fonts - Are all fonts correct and appropriate in size? Is all text aligned properly?

___ Duplication – Check for two identical words or numbers that are next to each other.

___ Punctuation – Is it correct and consistent throughout? Are there any missing characters or broken type?

___ Contact details – Make sure contact names, telephone, fax numbers, email and web addresses are correct and formatted properly.

___ Logo – Is it the correct version, as well as consistency of size and positioning?

___ General layout and color/imagery* – Do you approve of any final retouching?

___ Pagination – Is the document's size, page numbering and order, correct?

___ Have one or more people read the proof and completed the checklist?


## Proofing Tips

Read it out loud and also silently.

Read it backwards to focus on the spelling of words.

Use a blank sheet of paper to cover the material not yet proofed.

Do not proof for every type of mistake at once—do one proof for spelling, another for missing/additional spaces, consistency of word usage, font sizes, etc.

Keep a list of your most common errors (or of the writers you are proofing) and proof for those on separate "trips."

Give a copy of the document to another person and keep a copy for yourself. Take turns reading it out loud to each other. While one of you reads, the other one follows along to catch any errors and awkward-sounding phrases. This method also works well when proofing numbers and codes.

First, proof the body of the text. Then go back and proof the headings. Headings are prone to error because copy editors often don't focus on them.

Double check fonts that are unusual (italic, bold, or otherwise different).