

PROOFREADING

VERSUS

COPYEDITING

KNOWING WHAT YOU NEED

working on edited text
in final layout

working on raw or draft
text

checking for essential
errors in spelling,
grammar and
punctuation

checking for spelling,
punctuation and
grammar errors

making minor changes
for sense

making changes for
flow, tone and
intended readership

ensuring all page
elements are
consistent, correctly
placed and style
decisions have been
applied

applying your house
style or ensuring
consistency in
spellings, capital
letters, date format,
numbers, units ...

checking for orphaned
and widowed lines,
and inconsistently
formatted structure

marking up the
structure for the
designer (headings,
boxed text, quotes,
tables, etc)

checking that
references and
citations are correctly
formatted

formatting citations
and references into
chosen style

checking that tables
and illustrations are
consecutively
numbered and placed
correctly

numbering tables,
figures and
illustrations, and
checking it against the
text and captions

checking that an index
has been formatted
consistently

querying obvious
inaccuracies,
inconsistencies or
potential legal issues