



# Proofreading Quick Reference Guide

Proofreading cleans up mechanical inconsistencies overlooked throughout the editing process.

## SPELLING

Make sure all words are spelled correctly according to an official dictionary as well as client request. Make sure all words follow the same dialect (US English, Canadian English, etc.).

E.g. colour vs color, change email (dictionary) to e-mail (client request)

## GRAMMAR

Make sure all grammar is correct, including verb tenses, subject-verb agreement, parallel structure, pronoun antecedents, pluralization, and more.

E.g. is vs are, I bought carrots when I go to the store, my shampoo is invigorating and purifies

## PUNCTUATION

Make sure all punctuation is correct, including commas, periods, quotation marks, question marks, ellipses, semicolons, colons, exclamation points, hyphens, en dashes, em dashes, parentheses, and apostrophes. Remove duplicate punctuation.

E.g. "I love working from home." she said, 2002—2010 instead of 2002–2010

## CAPITALIZATION

Ensure all words are correctly capitalized, including removing capitalization if necessary.

E.g. we went to Church, I live on the upper west side

## TYPOS

Correct any errant mistakes caused by mistyping, including incorrect word usage and extra letters in words.

E.g. buckled instead of bucked, teh instead of the

## HYPHENATION

Ensure all words are correctly hyphenated, including removing hyphens if necessary.

E.g. the book is well read vs the well-read book

## NUMBERS

Change numerals into spelled out words according to *The Chicago Manual of Style* (CMOS) and vice versa.

E.g. ten instead of 10, 1002 instead of one thousand and two

## INCORRECT/MISSING/EXTRA WORDS

Correct word choice if the wrong word is used. Add or mark missing words, depending on if they're obvious in context. Remove duplicate/repeated words next to each other.

E.g. conscious instead of conscience, went to store, stopped at at the library

## SPACING/FORMATTING ISSUES

Remove extra spaces after periods and around ellipses and dashes. Make sure pages are numbered correctly. Ensure all chapter titles, headings, and subheadings are formatted identically. Make sure the titles of all pieces of media mentioned are formatted according to CMOS.

E.g. She read my favorite book series — *The Murderbot Diaries* — and hated it, I've never watched Game of Thrones