












TOP TIPS FOR PROOFREADING

-  Have a tidy desk
-  Proofread when you are fresh and at the time of day when you are most alert to spotting errors
-  Proofread in a quiet environment without distractions
-  Have dictionary, thesaurus to hand
-  Number each sheet of copy in pencil, in case copy is dropped or mixed up
-  Use standard proofreading marks
-  Proofread twice: (1) in pairs, one read out text/punctuation from original copy, the other check that proof matches what is being read out; (2) one person read for grammar/sense
-  Make sure the type style matches document style sheet
-  Check ends of lines – hyphenation, avoid same word at end of consecutive lines if possible
-  Avoid widows and orphans – column or page break leaving first or last line of paragraph on its own
-  Enlarge small text – easier to proofread, easier to mark