



## Proofreading Checklist

The following steps should be taken when proofreading:

- On-screen review
  - Check the document on screen in normal view for visual effectiveness of content delivery and graphic balance
  - Ensure graphics support the content and colors are effective and correct
  - Check all links
  - Run spell check
- Hard-copy review
  - Print the document
  - Read the document thoroughly to check the document for the following:
    - Maps to the objectives
    - Is organized correctly
    - Makes sense
    - Is consistent with all messaging, terms, titles
    - Content flows from topic to topic, is easy to understand
    - Any references to elements for review (i.e., table above, below, next slide, page numbers) are correct
    - Typos
    - Spelling
    - Readability
    - Follows PMSI corporate style guidelines (to be issued ASAP)
    - Accuracy of facts/data (content, names/titles)
    - Voice
    - Punctuation
    - Grammar
    - Clarity
    - Format of text (for readability)
    - Typesetting (ensure fonts are consistent)





## PROOFREADERS' MARKS

Symbol	Meaning	Example
↵ or ⌫ or ↶	delete	take <del>K</del> out
⌵	close up	print as <del>o</del> the word
⌶	delete and close up	<del>close</del> up
^ or > or ˆ	caret	insert here <del>(something)</del>
#	insert a space	put <del>oo</del> here
egm	space evenly	space evenly <del>^</del> where <del>^</del> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <del>order</del> <del>the</del>



Symbol	Meaning	Example
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<b>[</b> too far to the right
]	set farther to the right	too <b>]</b> far to the left
~	set as ligature (such as æ)	encyclo <b>~</b> edia
=	align horizontally	<b>=</b> alignment
//	align vertically	<b>//</b> align with surrounding text
x	broken character	<b>x</b> imperfect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set <b>Ⓢ</b> lb. as five pounds
cap	set in CAPITALS	set nato as <b>NATO</b>
sm cap or s.c.	set in SMALL CAPITALS	set <b>signal</b> as SIGNAL
lc	set in lowercase	set <b>South</b> as south
ital	set in <i>italic</i>	set <b>young</b> as <i>young</i>
rom	set in roman	set <b>monach</b> as monach



Symbol	Meaning	Example
<b>bf</b>	set in <b>boldface</b>	<b>not important as important</b>
<b>= or -/ or ≡ or /H/</b>	hyphen	multi-colored
<b>½ or ½ or /B/</b>	en dash	1965 – 72
<b>⎯ or ⎯ or /L/</b>	em (or long) dash	Now—at last—we know.
<b>∨</b>	superscript or superior	<b>3<sup>rd</sup> in x<sup>3</sup></b>
<b>∧</b>	subscript or inferior	<b>2<sub>nd</sub> in H<sub>2</sub>O</b>
<b>⦿ or ✕</b>	centered	<b>⦿ for a centered dot in p. ¶</b>
<b>⸣</b>	comma	
<b>⸢</b>	apostrophe	
<b>⦿</b>	period	
<b>  or //</b>	semicolon	
<b>:</b> or <b>⦿</b>	colon	
<b>⸄ or ⸢</b>	quotation marks	
<b>(/)</b>	parentheses	



Symbol	Meaning	Example
[/]	brackets	
OK?	query to author: has this been set as intended?	
↓ or ↓'	push down a work-up	an unintended mark
⊖	turn over an inverted letter	inverted
wf'	wrong font	wrong size or style



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