PROOFING CHECKLIST

To be completed after high-level and sentence-level editing.

As you make your way through this list, carefully note all edits as comments in the PDF proofing file provided or in a list in your reply email to your University Communications partner. If more than one person is reviewing the proof, please gather and review all edits for consistency and clarity before sending.

ATTENTION

The nation is experiencing a severe paper shortage.

Please be aware that aside from wasting natural resources and being costly, a reprint may not be possible on your project's timeline. Therefore it is important that you use this checklist to ensure your printed communication(s) do not experience any production issues.

First read
Proofing and proper nouns

Read the text from cover to cover and make note of any typos you see along the way. At this point, please do not make any comments about content or style unless you see something that is objectively wrong and not a matter of taste. High-level editing should have occurred earlier in the proofing process, and if we introduce new content or rewrite sentences now, we risk introducing new errors in the document.

As you read, please note and check off the following:

☐ Did you read the text from cover to cover and mark any typos or errors you saw?

☐ **Names** Are the spellings correct? Did you look up all names online to verify?

☐ Are the following correct?
- Colleges and departments
- Degrees, majors, certificates, etc.
- Scholarships/fellowships/awards
- Offices and other official university names

☐ **Specific degree names** Make sure specific degree names (Bachelor of Science in chemistry, Master of Fine Arts in painting, etc.) follow proper style guidelines.

☐ **Generic degree name** If the generic name of a degree is used, ensure words that are not proper nouns are lowercase. Ex: bachelor's degree in soil science, doctorate in biochemistry, master's in English, associate in aviation. Keep in mind that the convention for two-year degrees is associate degree and not associate's degree.

☐ Be on the lookout for it's/its, they're/their/there, your/you're

If you have questions regarding the capitalization of titles, degree names, and other university-related proper nouns, please review the Creative Services style guide: *montana.edu/creativeservices/upubsstyle.html*

Second read
Headings, captions and footnotes

Go through the document again reviewing only the headings, photo captions and footnotes.

- ☐ **Headings** Are there any typos? Do they match the content they're describing? Did anything get put in the wrong place?

- ☐ **Photo captions** Are there any typos? Are they in the right order if they're bunched together in a group? Do they match the content they're next to or did something get put in the wrong place?

- ☐ **Footnotes** Is the footnote relevant to what's on the page?

Third read
Facts and figures

Review the document again scrutinizing any facts or figures.

- ☐ Has anyone other than the writer verified the facts and figures?

- ☐ Do the facts and figures match up with the information provided to create this publication, poster, etc.?

- ☐ Are the dates cited for all facts and figures correct? (e.g. "Fall, 2021")

- ☐ Do the footnotes related to facts and figures match their symbols and have the proper year cited (if applicable)? Do footnotes correspond to their symbols and ascend in the proper order?

Fourth read
Date, time, contact info, URLs and social media

☐ **Dates** Are all deadlines, event dates, mentions of the days of the week, and mentions of the academic year correct?

☐ **Times** If any times are mentioned (2 p.m. etc.)—are they correct? Don't forget to look at a.m. vs p.m.

☐ **Contact info** Phone numbers, email addresses, P.O. boxes, physical addresses, building names, are they correct?

☐ **URLs** Do they work? Do the URLs match up with the content they appear next to or is anything out of place?

☐ **Social media** Are all social media URLs and/ or handles correct?

Photos

☐ Are all of the photos in the correct place?

Design/visual

☐ **Fonts** Does each element on the page have consistent coloring, sizing, style, line spacing, and bolding in the font? For example, are all headings the same? Are all the text blocks the same? What about subheads?

☐ **Alignment** Does everything look like it's lining up properly? Are there any issues with alignment or things being off center?

Other stuff

☐ **Page numbers** Do they ascend in the proper order?

☐ **Headers and footers throughout** Everything OK there? No typos or things on the wrong page?

☐ **Periods** Are there any inconsistencies in the use of periods or the lack of periods in bullets or lists that appear?

☐ **Covers** Did you look at the front and back covers?

Pro tip

In addition to reading, try using your computer's text-to-speech feature or use a free browser reader like TTS Reader or NaturalReaders. Hearing the text aloud can help you detect errors.

Looks good and you're ready to approve for production?

Excellent! Please send "approved to print" as a reply to the email where the most recent proof was attached.