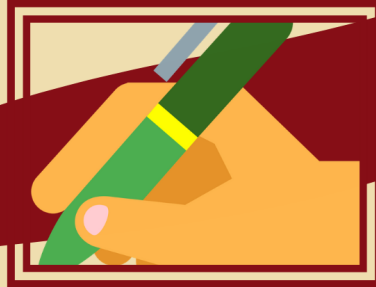


8 Proofread Steps

✓ Checklist



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The principle aims in proofreading is to check: spelling; punctuation; formatting; and general grammar errors.

Note: Proofreading is NOT editing. They are separate functions with different purposes.

(A check list for editing is also available from trrobinsonpublications.com)

Anyone who has written for any length of time will know how hard it is to proofread your own work. It seems our brains have the habit of consistently recognising some errors as correct, no matter how many times we read the document. Obviously the answer would be to employ a professional proofreader however, most independent authors do not have the means to do so. Even if they did, it makes sense to have attempted some proofreading themselves before submitting it to someone who charges by word or page count, or by the hour. This check list has been created with the aim of assisting in the task.

To gain the most from the exercise, each stage should be gone through. Yes, it means reading through the manuscript again, and again, and again, and again. But that is the way to achieve the best possible results, which it is assumed is the goal of all authors.

The more detailed originating article upon which this check list is based may be read at: <http://bit.ly/TRCLPR>

<p style="text-align: center;"><u>8 Proofread Steps</u></p>	<p style="text-align: center;">✓ When Done</p>
<p style="text-align: center;"><i>Read draft manuscript at least twice.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Change Text Size.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Use Different Fonts.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Try Different Formats.</i> <i>e.g. Tablet; eReader; Smartphone; Computer; Book Template.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Read Out Loud to Yourself.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Read to Others.</i> <i>(If Possible.)</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Listen with Computer Narration.</i> <i>(If Available.)</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;"><i>Finally!</i> <i>Read A Print Copy</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p style="text-align: center;">© Copyright T. R. Robinson/T. R. Robinson Publications</p>	<p style="text-align: center;">All Rights Reserved</p>