



Reading and Responding to Page Proofs

General Instructions

1. Read your page proofs carefully yourself, and ask another person to read them separately.
2. Confine your changes in proof to the correction of factual, grammatical, or typographical errors.
3. Avoid polishing your prose or rethinking decisions made in editing. Excessive proof corrections could result in a bill to you of hundreds of dollars, or be overruled by your editor if they threaten the publication schedule.
4. Use proofreader's marks, which can be found in *The Chicago Manual of Style* (located online at http://www.chicagomanualofstyle.org/tools_proof.html) and on other websites.
5. Write your corrections directly on a printed paper copy of the proof. Do not use the “sticky note” function in Adobe Reader to mark corrections for your editor.
6. Scan your corrected pages and send them as an email attachment to your editor. If this is not possible, return corrected pages by a **secure, traceable method** (not regular U.S. Postal Service mail).
7. Do not send your corrections in an email as a list of page numbers.
8. **Keep a copy** of your corrected proofs for your files.

Details

1. Mark all corrections clearly in the adjacent margin, not between lines of type.
2. Use upper- and lowercase printed letters, not all capitals, not cursive.
3. Indicate an insertion by placing a caret (^) in the text and writing the insertion in the margin.
4. Indicate a deletion by ~~drawing a line through the text~~ and writing a delete sign in the margin.



5. Indicate a substitution by ~~drawing a line through the text~~ and writing the text to be inserted in the margin.
6. If multiple corrections must be made in a line of type, arrange them in the margin in sequence, left to right, using both margins if necessary, and separate them with diagonal slashes.
7. Do not underline corrections unless you want them to be set in *italics*.
8. Put a circle around an **instruction to the compositor** (such as “Use lowercase Greek theta”), but not around any words to be set in type. To the compositor, a circle means “Do not set in type.”
9. Do not add or eliminate note numbers in proof. If you must add a citation, put it into an existing note. If you must eliminate the contents of an existing note, substitute something else so that other note numbers in the chapter do not change. Extensive citations added in proof may be overruled if they change page makeup.
10. As a separate step, make sure that all design features (chapter titles, chapter numbers, subheadings, lists, figure captions, and tables) are typeset consistently and accurately throughout.
11. Check that all tables and figures (graphs, charts, maps, and images) are properly placed within the text.
12. Check that captions match up with figures, and that figures appear as they should in the final book (orientation, cropping, etc.).
13. Double-check each page of the frontmatter with special care.
14. Check each page number and each title on the contents page against the text page itself, and against the chapter titles in the endnotes.
15. Check all running heads at the tops of pages.
16. Fill in the page span in running heads to the endnotes (“Notes to Pages 000–000”).
17. Check the sequence of note numbers in the text against the actual endnotes.