

Proofreading report

Manuscript: My Book, by A. Novelist
Original file names: My Book.doc
Saved as: My Book PROOFREAD.docx
Date completed: 1 January 2012

I confirm I have checked the document for errors with regard to the following. If any rules have been applied that you are unhappy with, if you have any questions, or if you require further changes, please let me know.

Element	Confirm	Comment
General checks		
Spelling, grammar and sentence structure	Checked	<p>There were two spaces between every word. These have been taken out (not marked as tracked because this would overwhelm the manuscript). If you want to achieve more spacing, it would be better to use a different font.</p> <p>Inconsistency in hyphenation of 'no-one'. Standardised to non-hyphenated consistent with most common style (no one)</p>
Punctuation, including consistent use of ellipses, hyphens, en dashes and quotation marks	Checked	<p>Unnecessary exclamation marks removed.</p> <p>Standardised to use single quotation marks.</p>
US v UK spelling	Checked	Standardised to use –ise endings eg standardise.
Formatting	Checked	<p>Automatic headings added to enable easy navigation through the document, and adding a table of contents.</p> <p>Non-breaking spaces and hyphens added to preserve formatting and eliminate widow lines and bad breaks.</p>
Tables/figures	n/a	
Captions	n/a	
Latin styling	n/a	
Number formatting	Checked	<p>Style is not to hyphenate numbers.</p> <p>Style (as standardised with most frequent approach) is to write digits up to 20, and figures thereafter (except for dates – see below)</p>
Date formatting	Checked	Style is eg '10th May 2005'
Time formatting	n/a	
Abbreviation styling	Checked	
Referencing/Bibliography	n/a	
Content tables	-	Automatic ToC added.
Headers and footers	Checked	Chapter numbering has been edited so it now begins at page i (roman numbering) at the Introduction and page 1 (Arabic numbering) at Chapter 1

Standard disclaimer: The utmost care has been taken to identify errors in this document, with a high level of attention to detail. However it is conceivable that on occasion errors will be missed due to human error. I am not liable for any losses resulting from missed errors, and the ultimate responsibility remains with the creator of the document.

Proofreader
01/01/2012