

PROOFREADING

PETER MIDGLEY

TURNING YOUR SHEET INTO SILK

**WWW.MIDGLEY.CA
PETER@MIDGLEY.CA**

My Commitment to You

Whatever your sheet of preference — papyrus, paper, or tablet, I can help make your work the best it can be.

- I will edit and proofread ethically.
- I will not take on work that contradicts my principles.
- I will provide honest assessments of your work.
- I will put my award-winning knowledge and experience as a writer and editor to work for you.

What is Proofreading?

Proofreading is quality control at the end of the publishing process. The final spit and polish before you put your book out into the world.

The proofreader checks for design problems and text-based errors that may have been introduced during the late stages of book production. For instance, when the text moves from a word processing format to a designed format.

Let me repeat: Proofreading is quality control. It is not a last-minute cure for all writing evils. Proofreading is essential, but it is not a substitute for editing.

Proofreading involves corrections but not additions or revisions to the content. It also includes checking formatting and design details on page proof, such as sequential pagination, photographs, and any other issues related to the surface of the printed text.

Why Proofread?

You've had the book copyedited. You've done a spell check. Your book is perfect and ready for the printer, right?

No. We're all human. Errors creep in during design, like:

The page numbering went awry?

- Your proofreader will look for that.

The typesetter inserted the wrong image?

- Your proofreader will catch that.

"Public schools" somehow became "pubic schools"? (Yes, it happens.)

- Your proofreader can fix that.

Proofreaders have your back to the very end.

When Should I Proofread?

Proofreading is the last thing you need. By the time you get to proofreading, the big picture stuff is done:

- You've dealt with the **Panoramic View** and have taken care of developmental and structural elements.
- You've done the **Bushwhacking** and your sentences flow and the meaning is clear (line editing).
- You've checked the grammar, spelling, consistency, and punctuation (copyediting).

Proofreading is the final quality control before your book reaches the public.

Hire a proofreader — you'll be glad you did!

Additional Resources

Want to know more about editing or want tips on the craft of writing? Please take a look at my ever-growing set of free booklets.



Peter Midgley

www.midgley.ca

peter@midgley.ca

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