Proof Review Checklist

- Overall Body Formatting
  - ☐ Is the line spacing crisp and readable? Does the spacing need to be expanded, reduced, or left as-is?
  - ☐ Is the font too large or too small now that you see it printed?
  - ☐ Is the font itself easy to read, or do you need to choose a new font altogether? (NOTE: this may shift your page count!)

- Footer/Page Numbers
  - ☐ Do they start on the proper page?
  - ☐ Is there a reasonable amount of space from bottom of page, and from body text above?
  - ☐ Are all page numbers the same font, size, and style if bolded/italicized?
  - ☐ Do they alternate sequentially?

- Header/Title Display
  - ☐ Do they start on the proper page?
  - ☐ Is there a reasonable amount of space from top of page, and from body text below?
  - ☐ If you opt for author name/book title in your header, are they spelled correctly and formatted the same?
  - ☐ Are they different on opposite pages? (i.e. all left-hand pages have author name, all right-hand pages have book title or vice versa?)

- Margins
  - ☐ Are they consistent on every page? (Double check on first page of **every new chapter** in particular!)
  - ☐ Are they reasonably distanced from the inner edge of the book so the words aren't dipping into the spine?

- Chapter Headings
  - ☐ Are they spaced consistently each time – i.e. none formatted lower or higher than the rest? (NOTE: Chapter headings can tend to bump up too high particularly if the previous chapter ends on the very last line of the page.)
  - ☐ If numbered, are they properly sequenced?

- Blank Pages
  - ☐ Check the end of every chapter! Blank pages tend to creep in between chapters, particularly when a chapter ends on the very last line of the page.

- Special Fonts
  - ☐ If you use any kind of special font in your draft, has it printed properly without blurring or distortion?
  - ☐ If you use special characters for line breaks, heading decoration, etc, are they cleanly printed, or pixelated?

- Content
  - ☐ Have you acknowledged everyone you want to on your acknowledgements page? Don't forget people who may have helped out late in the game!
  - ☐ Does your title page have the same information as your cover? (i.e. – are the subtitle/tagline the same as on the cover if applicable, is the author name spelled the same, etc.?)
  - ☐ Have you included your ISBN number, proper dates, credits to contributors etc, on your book's information page?