Philippine Normal University

The National Center for Teacher Education

**PUBLICATION OFFICE**

Taft Avenue, Manila 1000, Philippines

**Proofs Checklist**

**(Author and Editor)**

**Supply corrections to proofs by e-Annotation**

* For guidelines on e-Annotation refer to document titled, *e-Annotation on PDF proofs*.

**Tips for your Proofreading**

* If there appears to have been corruption of the proofs, please alert the **Managing Editor or the Lead Editor** before going too far with the proofreading.
* To facilitate PDF proofing, low-resolution images may have been used in this file. However, high-resolution images will be used in the final published version. If you have any queries regarding the quality of the artwork, please contact your **Managing Editor or the Lead Editor**.
* Please restrict your alterations to the correction of factual errors or misspellings.
* Whenever a change is essential, please substitute as few words as possible filling an approximately equal amount of space.
* If any corrections made to proofs are likely to affect index entries, e.g. spelling of names, please alert your **Managing Editor or the Lead Editor**.
* Avoid changes that will cause large amounts of text to move to different pages. Such “repagination” will affect the numbering of index entries, creating extra work and cost.
* When returning proofs list any general typesetting or correction problems you have noticed.

Proofreading Tasks

General

* Check to ensure that all pages of the manuscript are intact and complete when delivered or sent.
* Resolve all outstanding queries provided as annotations in the proofs. The text to which the queries refer is indicated on the proof by numbers (e.g. Q1) in the margin. Please ensure these are answered in full.
* Read through text for factual inaccuracies or spelling errors.
* Check contributor names, positions, and affiliations are correct (including consistent use of given names/initials) and that all contributors are included, alphabetically, in any list of contributors.
* Check if all heading hierarchy is correct.

Typeface and Special Characters

* Check if special characters have not been affected by conversion of electronic files for typesetting e.g. mathematical symbols in inline and displayed equations, language characters with diacritical marks or in non-roman script.
* For any symbols that can’t be displayed using the annotation tools in the proofs use a reference system to a separate resource (e.g. a font table or character set) that provides a visual representation of the characters required. It is possible to attach a Word document, for instance, to the e-proofs at any point in the text to illustrate what you need.
* If computer code is used in your text, please check that it has been set in the correct typeface and that line breaks are as intended.

Figures, Tables, Boxes, and Plates

* Check figure labelling and keys, especially if redrawn by an artist or typesetter.
* Check that figures, especially photos, are not reversed or upside down.
* Check column and row headings of tables.
* Check the captions against the content of figures and tables especially noting the accuracy of any references to different parts of a figure.
* Where patient names, data, or identities haven’t been masked, check your records to ensure that consent was obtained for such use.

Half-Title/title Page

* Check half-title and title page to be sure the title and author/editor names are correct.