

Proofreading: Instructions

Finding format issues requires a different kind of “looking” than when someone reads through for meaning. This process will get faster once each proofreader gains experience.

Find one or more people on the translation team who care about details in printed words and notice errors. It is best to find proofreaders who notice such things easily and who enjoy this kind of work.

Each proofreader should look at **one chapter at a time**. He or she should use the Proofreading Checklist to focus on **one category at a time**. This will make the work most effective.

When the proofreader finds anything that should be fixed in the chapter, he or she should mark it or write it down.* When a category has been checked throughout the chapter, the proofreader should mark the corresponding Checklist box to show that its category is completely checked. If the proofreader sees anything else (such as inconsistent spelling), more notes can be added.

These examples of categories to check in each chapter are based on English-language proofreading. Other languages might have different or additional things to check:

- ☐ In the Checklist, the number of verses is shown for each chapter. Count through to make sure all the verse markers are present in your chapter. Be aware of possible verse bridges (two or more verses written together because they work better that way in the language).
- ☐ If looking at a printout, make sure the number for the chapter is there and has the same spacing as for other chapters.
- ☐ Look through the chapter text quickly to check for anything else that looks odd (examples: uneven spaces between words or inconsistent sizes of numbers).
- ☐ Read through the text quickly for typing errors. Mark any you find, writing a quick note about what is wrong.
- ☐ Look specifically at the endings of sentences and make sure each one has end punctuation (a period, a question mark, or an exclamation point, as appropriate).
- ☐ Look specifically at the beginnings of sentences to confirm that each one starts with a capital letter.
- ☐ Look specifically for pairs of marks, such as quotation marks, parentheses, and brackets. Does each one have a partner? Does what is inside pairs of quotes sound like it is what someone is saying?
- ☐ Make sure each name is capitalized (for both people and places, if needed).
- ☐ Scan through for anything else on your list.

*If the team that is proofreading has BTT Writer available, any errors found can be fixed right away. (However, they should not make other changes to the text other than in the categories decided on by the translation team.) The changed files will need to be re-uploaded.