

INFORMATION FOR CLIENTS: MY TWELVE-STEP PROCESS

STEP 1: SAFEGUARDS

- I arrange details of the project with the client
- I check that the client agrees to my Terms and Conditions (on website)
- I issue an invoice for the deposit

STEP 2: GETTING ORGANISED

- I create a bespoke project folder
- I save a copy of the project file and give it a unique name
- I save the original and the copy in the file folder

STEP 3: PREPARING FOR PROOFREADING

- I customise my style sheet template and give it a unique name
- I customise my editorial report template and give it a unique name
- I save both in the project file folder

STEP 4: SETTING UP

- I open up the file for proofreading and check that **Track Changes** is on
- I set Word's Proofing Language

STEP 5: USING STYLES

- I open up Word's **style palette**
- Depending on the brief and the client's preferences, I may set up styles for some or all of the following: title; author; chapter/section headings; indented paragraphs

STEP 6: SEQUENCING CHECKS

- I check that chapter/section headings are sequenced correctly
- If there are figures, diagrams or tables, I check that these are numbered correctly
- I check that there are no missing numbers, or repeated numbers
- I check that headings, subheadings, and indents are styled consistently

STEP 7: PRELIMINARIES

- I check that the author's name is correct
- I check that the title is correct
- I check ISBN and copyright (if applicable)

STEP 8: STYLE SHEET CREATION

- I make initial observations and use these findings to start filling in the style sheet
- I note any red flags, such as inconsistent spelling of a name

STEP 9: PROOFREAD

- I read sentence by sentence
- Where relevant, I make comments in the margin for the author's attention
- In the comments I may link to a website/online dictionary
- I use Track Changes to make spelling and punctuation corrections
- I add information to the style sheet as I work

STEP 10: TIDY-UP

- I review my comments
- I use Find/Replace to address rogue spaces
- I remove unnecessary highlighting
- I review the style sheet

STEP 11: EDITORIAL REPORT

- I write an overview of the content, outline any red flags and other findings, and summarise

STEP 12: DELIVERY AND INVOICING

- I deliver the proofread document, with tracked changes and comments
- I deliver the style sheet (PDF)
- I deliver the editorial report (PDF)
- I send the invoice