

Sample proofreading report

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I confirm I have checked the document for errors with regard to the following. If any rules have been applied that you are unhappy with, if you have any questions, or if you require further changes, please let me know.

Element	Confirm	Comment
General checks		
Spelling, grammar and sentence structure		Considerable changes made. Careful reviewing is needed to make sure meaning has not been changed. Where meaning was unclear, sentences have been highlighted and commented on.
Punctuation, including consistent use of ellipses, hyphens, en dashes and quotation marks	Checked	Inconsistent use of hyphen and en dash – standardised to use hyphens only.
US v UK spelling	Checked	-ize endings amended to –ise endings (eg analyse, organise) US spelling used for program, bachelor, as discussed UK spellings used for centre, practice, colour, favour, tyres (previously inconsistent).
Formatting	Checked	There is some inconsistency in the formatting of the bullet points. Although these have been fixed in places, it should ideally be addressed as a wider issue.
Tables/figures	Checked	There are a lot of formatting issues in the tables which need to be addressed.
Captions	n/a	
Latin styling	n/a	
Number formatting	Checked	Style used is to write numbers in full up to 100
Date formatting	Checked	
Time formatting	n/a	
Abbreviation styling	Checked	
Referencing/Bibliography	Checked	
Content tables	Checked	
Headers and footers	Checked	Footnotes formatting has been standardised to Calibri 8pt. Some line breaks in the footers couldn't be removed with tracked changes on, so this needs to be reviewed.

Standard disclaimer: The utmost care has been taken to identify errors in this document, with a high level of attention to detail. However it is conceivable that on occasion errors will be missed due to human error. I am not liable for any losses resulting from missed errors, and the ultimate responsibility remains with the creator of the document.

Proofreader
15/02/2012