

Copy-editing Checklist

ITEM	V1	V2	V3	V4	V5
Front Matter					
Check the document title for errors					
Check publication number (if applicable)					
Check contact information					
Check front matter page numbering					
Check printing date					
Check trademark/logo information					
Check copyright information (if applicable)					
Format and Appearance					
Scan each page for obvious formatting errors					
Check typefaces and type size					
Ensure capitalisation is consistent					
Table of Contents					
Cross-check all entries against actual entries in doc.					
Check head levels for parallelism					
Read each entry for spelling errors					
Verify page numbers					
Tables					
Read all table headings					
Read all table footnotes					
Check the table numbering					
Check number in table aligned correctly					
Read nearby text that refers to table – check for errors					
Figures					
Scan each figure for obvious errors					
Read all labels in figures					
Read all figure titles					
Check the figure numbering					
Read nearby text that refers to the figure					
Content					
Read all chapters or section titles – check for errors					
Check that all steps/numbered sections are sequential					
Check the page numbering					
Check fonts and type sizes					
Verify cross-references					
Check recent edits – pay close attention to any material copied and/or amended					
Check for duplicated or missing material					
Read headers/footers on each page					
Read all of the body copy					
Index					
Read the text of each index entry					
Check the indentations					
Check alphabetisation					
Verify index page numbers					

