

SECOND PROOF



What Is A Proof??

.A proof is the final copy of a manuscript, which is examined by a professional proofreader.

.The careful reading of a document, to detect errors in spelling, punctuation or grammar is called PROOF READING.

Chapter 1

At 8 ~~A.M.~~ Alan left his flat, walking ~~practically~~ tip-toeing down the hallway so as not to offend any of his neighbors. ~~H~~he heard a very loud television coming from 3F, but ~~apart from otherwise~~ that the entire floor seemed to be sleeping. The quietude pleased him. ~~T~~he dearth of people hanging around the elevators also comforted him. He looked forward to speaking with Chloe, ~~wh~~o ~~as she~~ worked at the shop.

It was a beautiful morning for the grim north of ~~E~~ngland, with the ~~ver~~million sun reflecting off ~~of~~ the large windows of the apartments, reminding Alan of marmalade on toast. The reminder led him to make the decision that he would buy some marmalade. ~~H~~he told ~~himself~~ ~~this-self~~ that it was ~~sure~~ ~~shore~~ to cheer him up; it would do the trick. He got to Barb's shop and was mildly dis-grunted by the fact ~~th~~at the shop had yet to open. ~~Chloe should really be here~~ ~~at all-ready~~, he thought to ~~himself~~ ~~this-self~~. He stood outside patiently, hoping that they had some marmalade in stock. Hearing the pat-tering of ~~oncoming~~ ~~on-coming~~ footsteps, Alan looked up hopefully. On the ~~upside~~ ~~plus-side~~, it was Barbara, the shop's owner. On the down-side, it was not Chloe.

"Sorry, Al, love. ~~It's~~ been chaos this morning. Let me open up and I'll get ~~foe~~ you as soon as I can. How long have you been stood here? ~~N~~ot long I hope?" Barbara prattled on. Alan did his best to mask his disappointment.

"No, not long," ~~h~~He said, following her into the little corner shop. "I just got here really," he told ~~here~~ as she busied around turning on lights. The shutters never came up due to ~~thieve~~fs and vandals ~~repeatedly~~ breaking the windows, ~~repeatedly~~ which left the shop dark ~~except for~~ ~~accept~~ the strip light above them.

"Oh good, good," Barbara mumbled, stepping up to the till, her fluffy gray hair wind-swept and messy.

"So..." Alan started, "no Chloe this morning?" he asked. ~~T~~rying to project his voice in a use-less attempt to sound more like a man than ~~@~~ mouse.

"Oh, that stupid girl. ~~S~~he was meant ~~foe~~ be opening for me but called in sick. Any ~~road~~, how can I help you, love?" Barbara asked. ~~L~~ooking at him with a big, ridiculous smile on her ancient, leathery face. Not Chloe at all.

Alan held back a sigh. "Have you got any marmalade, Barb?" ~~he said.~~

Proofed

It is unusual to punctuate AM and PM except in very formal writing, so I have removed the periods here. You may also want to consider using small caps.

Christina D

Formatted: Font: Italic, English (US)

Proofed

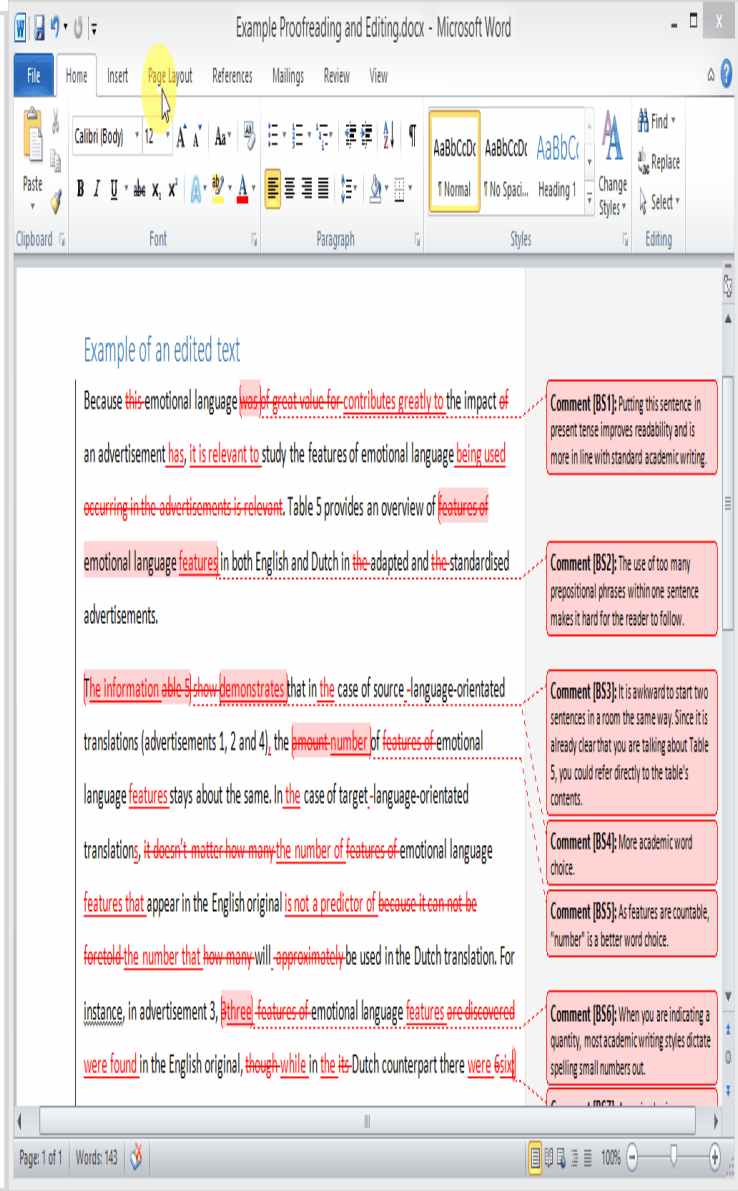
You had used the incorrect term here. "To" is a preposition that usually comes before a noun or an infinitive verb. "Too" is an adverb that can mean "also" or "excessively."
<https://proofed.link/1JZnbf>

Proofed

You had used the wrong term here. "Accept" generally means "receive willingly," while "except" means "excluding" or "other than."
<https://proofed.link/BYIkCP>

Proofed

See comment above on use of "to" and "too."



PROOF READING vs EDITING

.In editing, editor making changes and suggestions, to improve the quality of the work.

.Proof reader aims at finding mistakes that may go unnoticed by the spell checker or the computer.

Editing

- ✓ Overall quality of writing improved
- ✓ Language-use enhanced
- ✓ Expression clearer
- ✓ Errors and inconsistencies removed
- ✓ Your writing will have maximum impact

Proofreading

- ✓ Spelling, grammar and typing mistakes eliminated
- ✓ Consistent language and formatting
- ✓ Perfects already good writing
- ✓ Ensures a publication-ready document
- ✓ Cheaper than editing

Why Second Proof...

- . Many books require a second or 'revised' stage of proof so that corrections made at the first stage can be proofread.*
- . Revised proofs might be dealt with in-house or by the copy-editor. If time permits and the corrections are complicated, they might be sent to the author.*
- . Whoever is checking the revised proofs needs to be sure that the corrections marked on the first proof has been corrected.*

.While, the auther should:

.Check the whole of every line affected

.Read lines immediately above and below the corrections

.Check any new, unacceptable word break is introduced, as corrections involes rerunning lines.

- .All queries must be answered***
- .All cross references completed***
- .Ensure that proofs of any separately printed halftones and foldouts are checked and returned, and***
- . that their position is given either in the preliminary pages or on the halftones or fold-outs themselves.***

.In the prelims:

.Check the authors name and affiliation

.The publication date

.Copyright notice

.CIP data

.ISBN and acknowledgements list.

.In the contents list check that the correct title and page number are given for the index.

Thank you...