# 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

from otherwise that the entire floor seemed to be sleeping. The quietude pleased him. The dearth of people hanging around the elevators also comforted him. He looked forward to speaking with Chloe, whoas she worked at the shop, It was a beautiful morning for the grim north of Eengland, with the veramillion sun

At 8 A-M- Alan left his flat, walking --practically tip-toeing-down the hallway so as not to

offend any of his neighbors. Hhe heard a very loud television comeing from 3F, but apart

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. Hhe told himselfhis self that it was sureshore to cheer him up; it would do the trick. He got to Barb's shop and was mildly dis-gruntled by the fact that the shop had yet to open. Chloe should really be herear all-ready, he thought to himselfhis self. He stood outside patiently, hoping that they had some marmalade in stock. Hearing the pattering of oncomingen comeing footsteps, Alan looked up hopefully. On the upsideplus side, it was Barbara, the shop's owner. On the down-side, it was not Chloe.

"Sorry, Al, love. Iit's been chaos this morning. Let me open up and I'll get toe you as soon

as I can. How long have you been stood here? Nnot long I hope,?" Barbara prattled on. Alan

did his best to mask his disappointment. "No, not long," he said, following her into the little corner shop, "Jiust got here really," he told here as she busied around turning on lights. The shutters never came up due to thievefs and vandals repeatedly breaking the windows, repeatedly which left the shop dark except foraccept the strip light above them.

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

"So..." Alan started, "no Chloe this morning?" he asked,? (Trying to project his voice in a use-less attempt to sound more like a man than a mouse. "Oh, that stupid girl. Sehe was meant too be opening for me but called in sick. Any road.

how can I help you, love?" Barbara asked,? Looking 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.

#### Clipboard 1 Example of an edited text Because this emotional language was of great value for contributes greatly to the impact of an advertisement has, it is relevant to study the features of emotional language being used occurring in the advertisements is relevant. Table 5 provides an overview of features of emotional language features in both English and Dutch in the adapted and the standardised advertisements. translations (advertisements 1, 2 and 4), the amount number of features of emotional language features stays about the same. In the case of target-language-orientated translations, it doesn't matter how many the number of features of emotional language features that appear in the English original is not a predictor of because it can not be foretold the number that how many will approximately be used in the Dutch translation. For instance, in advertisement 3, Bthree features of emotional language features are discovered

Page: 1 of 1 | Words: 143 | 0

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

You had used the incorrect term here, "To" is a preposition that usually comes before a noun or an infinitive verb. "Too"

You had used the wrong term here. "Accept" generally means

"receive willingly," while "except" means "excluding" or

is an adverb that can mean "also" or "excessively."

want to consider using small caps.

Formatted: Font: Italic, English (US)

https://proofed.link/IjZnbf

https://proofed.link/BYIkCP

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

Christina D

"other than."

Proofed

Example Proofreading and Editing.docx - Microsoft Word

s that in the case of source -language-orientated

A Find

G Editino

Comment [BS1]: Putting this sentence in

present tense improves readability and is

more in line with standard academic writing

Comment [BS2]: The use of too many

prepositional phrases within one sentence

Comment [BS3]: It is awkward to start two

sentences in a room the same way. Since it is

already clear that you are talking about Table

5. you could refer directly to the table's

Comment [BS4]: More academic word

Comment [BS5]: As features are countable

Comment [BS6]: When you are indicating a quantity, most academic writing styles dictate spelling small numbers out.

"number" is a better word choice.

makes it hard for the reader to follow

Review

References Mailings

### 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 authers 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...