Checking Publication Proofs Checklist

Developed by Emily Banks and Ellie Paige for the Chronic Disease Epidemiology Group

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### Checklist for checking publication proofs

#### Before you get started
- Get copies of required documents including: final submitted copy of article and supplementary material, copy of the proofs and any queries by journal editor
- Circulate a copy of the proofs and the submitted article to other authors/collaborators and ask for comments

#### Checking the tables and figures
- Compare the numbers in the tables and figures of the proof to those in the submitted article. Note any discrepancies
- Check the table notes (if any) in the proof to ensure they read correctly and match those provided in the submitted article. Note any needed corrections.
- Ensure the headings/labels of the tables and figures are correct in the proofs. Note any needed corrections.

#### Checking the text of the article
- Check the author names and affiliations to ensure they are correct.
- Compare every number in the text of the proof to those in the tables and figures to ensure they are correct. Note any discrepancies
- Check the proofs for appropriateness of wording, formatting etc. Note any needed corrections.
- Check that all abbreviations/acronyms in the text are written out in full before first use.
- Read through the entire proof to ensure that the text reads correctly and to identify any errors.
- Check the reference list against those cited in the text to ensure that the citation matches the reference.

#### Writing amendments and submitting to journal editor
- Compile a list of the amendments in the format requested by the journal editor
- Write responses to the journal editor queries
- Send amendments and responses to queries back to the journal editor by the time specified and in the requested format