

# 5. Proofreading

**5.1** Once your book has been typeset, you will receive galley proofs in the form of a PDF. We have a separate page explaining [how to proof our PDFs](#).

**5.2** Proofreading is difficult. Everyone involved looks out for errors, but someone should be the primary proofreader. This might be the author or someone the author hires (a research assistant, perhaps). The bottom line is that authors are not always the best proofreaders of their own work (having partly to do with how many times they have read their own writing and are not paying the closest possible attention to every single sentence, etc.). While punctum will of course always be proofreading as the manuscript goes through several production phases, it is imperative that authors carefully review all edited and typeset proofs that we send to them, and if you become weary of reading the manuscript over and over again, please enlist a competent proofreader to help you.

**5.3** You will always have another chance to look at the corrected text, until final publication. As opposed to many other, more traditional academic presses, punctum does not limit in advance the number of times an author can review edited and typeset proofs. However, if we feel an author is being excessive with corrections and emendations of typeset proofs, we reserve the right to gently apply the brakes or to request a subvention for the continuation of work on the book.

**5.4** Once everything is set and the files are ready to go, they are uploaded to the printer. We review a print proof to ensure there are not any small errors we may have missed previously.

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