

# Book Proofing

## 1. Overview and Context

Once a print proof has been received, it needs to be proofed.

## 2. Triggers

The execution of this procedure is usually triggered by:

- [Proofing](#)

## 3. Steps to Be Performed

You can either proof the PDF of the proof or the hardcopy print proof, whichever you find most comfortable. Refer to the style sheet of the book if you encounter something weird.

### Cover

- Spelling of author name and title on front cover
- Spelling of author name and title on spine, and alignment
- Back cover text, readability, typos, matching website text
- Logos on frontcover, back cover, and spine
  - punctum books: logo on front and spine; logoname on back
  - other imprints: imprint logo on spine; logoname on spine together with punctum books logoname
- Quality of the printing

### Frontmatter

- French title page: title spelled correctly (no subtitle on french title page)
- Colophon: title, names spelled correctly
- Col: Any yellow marking? highlighting still on LCCN: and #s
- Col: Make sure cover art is attributed
- Title Page: title and names spelled correctly, punctum logo OR imprint logo
- TOC: headings correct, page #s correct (start counting immediately after cover), no page # for TOC, yes page # on acknowldg, chs should always start on odd page #

### Interior

- Marginalia: all ps have #s and running headers, blank pages do not have #s or running headers

- Images: image prints well (not too light/dark, not blurry), no black line around photo
- Images: each caption has the 3 parts (Fig. #. Image caption. Rights/credit/author.)
- Double check footnotes: style, punctuation
- Double check bib: style, punctuation
- Overall review: internal consistency in heading/spacing, look for typos etc, look for spacing/layout to print issue like awkward vertical space or weird line breaks
- Indexes don't need to be checked for accuracy since they are produced externally

## Creating Annotated PDF

Open the `_forproofing` PDF file and annotate in Adobe Acrobat based on the marked-up hardcopy proof. Leave comments using the highlight and comment function. Comments on cover/spine can be attached to the first page. Save the file as a new file with your initials.

## 4. Additional Information

## 5. Document Control

<b>Document ID</b>	PRO-
<b>Document Owner</b>	Vincent
<b>Version</b>	1.0
<b>Last Date of Change</b>	May 5, 2026
<b>Next Review Due Date</b>	
<b>Version &amp; Change Tracking</b>	

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