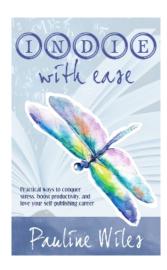


## **Checklist: Reviewing a printed proof**



- Cover
  - o Front
  - Back, including barcode
  - Spine
  - Are images high enough resolution so they're not blurred or fuzzy?
- Is ISBN number correct?
- Front matter
- Back matter
- Is the inner margin big enough for comfortable reading?
- Confirm no blank pages (unless intentional)
- Headers
  - Should not appear on chapter start pages
- Footers
  - Should not appear on chapter start pages
- Are page numbers correct?
- Are chapter numbers correct, consistent and sequential?
- Check indenting is consistent
- Read the top and bottom of each page for continuity problems
- Skim pages to look for obvious errors
- Sample a few pages and read them entirely