

PROOF CAREFULLY

The planet is in the midst of a severe paper shortage.
It may not be possible to reprint and at the very least, it will be costly.

Quick Proofreading Checklist

To see a complete proofing checklist: montana.edu/creativeservices/proofing-guide

- Read every word in the document including photo captions and headlines.
 - Check the front and back covers.
 - Check page numbers.
- Look at every photo, illustration and check facts and figures.
- Double check names and titles, event dates/times/location and URLs.
- Read backwards—this helps catch grammar glitches and spelling errors.
- Ask someone with fresh eyes to review for accuracy and grammar.