

no header on chapter start pages

Chapter One

Even after a copyeditor has fixed your punctuation, grammar, and typos, there are still places where your printed book can go off the rails in terms of satisfying your reader and keeping their attention. For instance, I'm sure you've all seen lines where the words are spread far apart or smushed together. Or, you may be happily reading along, and you have to go back to figure out a badly hyphenated word at the end of the line above (self-driving car is one example. Another would be if I wrote McDonald's).

fix word spacing

stack of three hyphenated lines; last 2 are bad breaks

There can also be unexpected issues with the text. For example, I have a character named James R. Jones. For kicks, let's say he has a sister named Amanda Jones. For shelter, they share a house built on a street—Jones Street. You can see that when repeated same words stack up vertically, they can distract you. The same happens with hyphens that stack up at the ends of lines.

repeated word stack

repeated word stack

Another issue is completely random. Sometime words align just perfectly to cause a shape in the white space around them that will draw the readers' eyes. While it's proving impossible for me to force this to happen, I'm sure you've seen it in a book.

Chapter 2

delete extra indent



There may also have been overlooked mistakes in the text before it got formatted. Did you notice that my chapter names and locations are not consistent? (I'd query the author about starting a new chapter on a new page.) How about the indents?

Sometimes the font you've chosen can be problematic—roman and italic text can get too cozy if they are right next to each other: "Did you say *JEFF*?" At times the corrections don't make it into the final pdf, and a comparison with the Word document will show that the text is

Chapter One was spelled out and left-justified
Author - should Chapter Two start on a new page?

text on this page is a line shorter than that on next and previous pages

italicized F and roman question mark are touching - insert thin space

supposed to be roman but it's all italicized instead. widowed line

The line above is a widow that a proofreader should have flagged. A widow is the last line of a paragraph that sits alone at the top of the page. Its opposite is an orphan—the first line of a paragraph is at the bottom of the page. A runt is when the last line of a paragraph is a single word sitting all by itself.

Page numbers can be off, either in the manuscript or on the pages themselves. Did you know that blank pages shouldn't have page numbers? If they do, your proofreader will catch it.

Headers and footers can be in the wrong places—they shouldn't appear at the starts of chapters (like on the previous page) or on blank pages. They may also be misspelled.

And let's not forget to look at the pages next to one another as they'd be in a book. Sometimes they're

missing page number

Why You Need a Proofread

uneven or don't match in some way. There are so many things to check in a proofread.

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when you look at spreads next to one another, you can see where lines are uneven

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