

# YLD Proofreading Checklist

## Use this checklist for documents:

- Members send to post on the web site
- YLD Staff will post on the web site
- YLD Staff will be sending out hard copy
- YLD printed material (postcards, brochures)

Print this page and give it to the person you want to proofread the document. Indicate whether you want them to proof for high level concepts, details or both. Most times, we will be proofing for details.

## ○ Check these high level concepts:

- Does the piece clearly state its purpose (what is this for?)
- Is the piece complete and comprehensive
- Is the information easy to understand

## ○ Check these details:

- Are all **dates** and **times** correct? (verify any date and time you see)
- Are all **prices** correct?
- Are all **links** correct? (do they go to the page they should?)
- Are **times** listed consistently? (a.m. or am throughout – not both)
- Are all **Addresses** correct?
- Does the piece use the **same font** consistently?
- Is all **spelling** correct?
- Is all **punctuation** correct?
- Is all **capitalization** correct?
- Is all **grammar** and word usage correct?
- Are all **acronyms** spelled out on first reference with the acronym in parentheses after?
- Is YLD referred to as “**ABA YLD**” upon first reference and YLD afterward when it is apparent that it is the ABA YLD?
- Is "co-sponsor" and "co-sponsorship" always spelled with a hyphen?
- Are all people’s **names** and **titles** correct?
- Is the **formatting** of all portions consistent (e.g., the same amount of space above and below sections)?
- Are there any other **typos**?

If you aren't sure about any of the above, mark it and ask the person who wrote it.

**Proofing tip** – fold a sheet of paper in half, and use it to cover everything but the top line of the page. Scroll down the page line by line. This helps you focus on each line rather than reading ahead. It works best if the paper is a soft color, like light blue