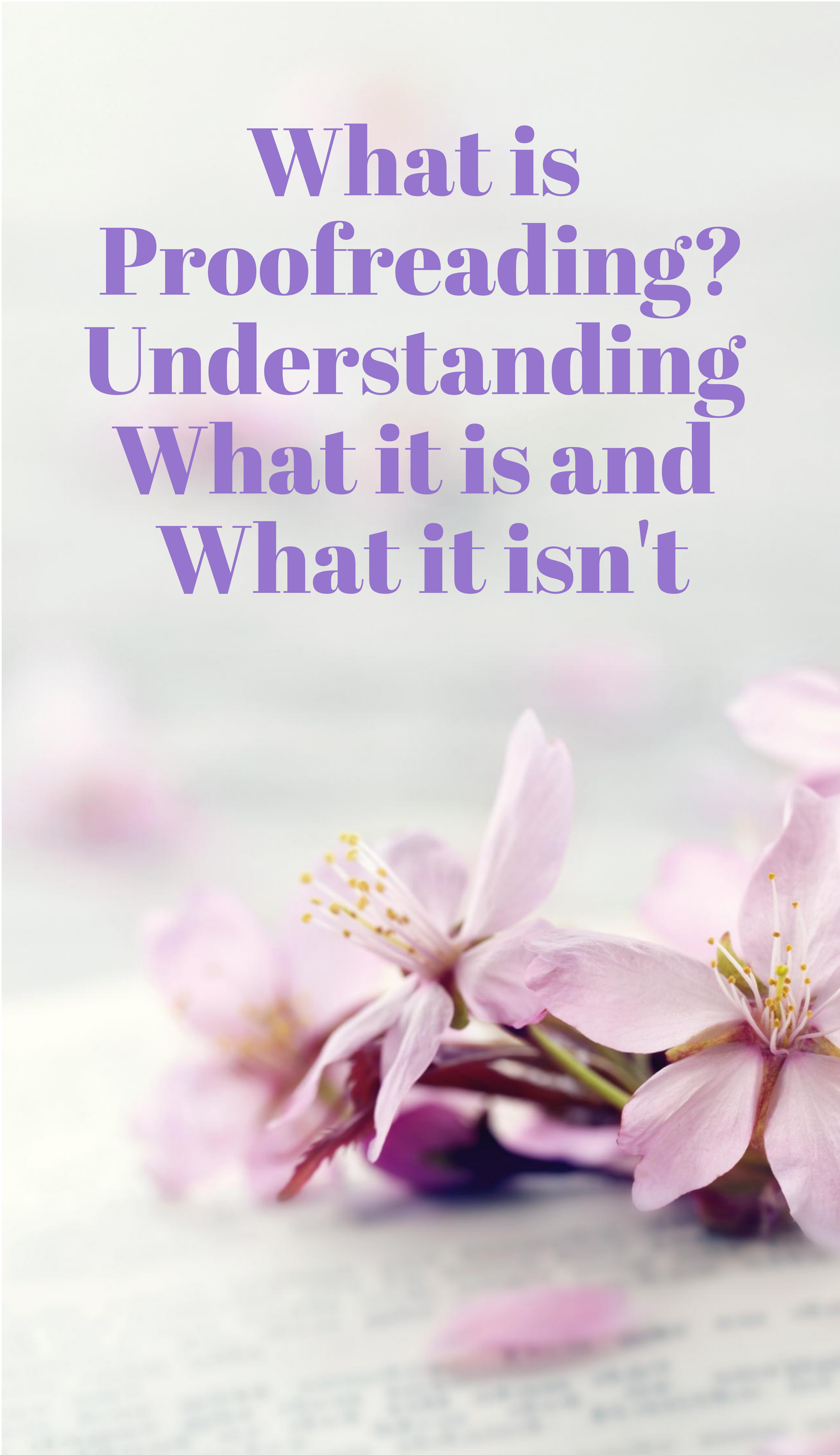


**What is
Proofreading?
Understanding
What it is and
What it isn't**



“I’m a proofreader.” “Did you proofread that?” “Where can I find a good proofreader?” It’s a word that’s used often, but what in the world is a proofreader? Is it another term for an editor? Why are proofreaders necessary? Are they an added expense?

What a Proofreader Does

A proofreader is someone who looks over a written work *after it is completed*. A proofreader follows a very simple formula: Read the document, find the errors, mark the errors, and then return the document to the owner. A proofreader is not your first line of defense; they are usually the last pair of eyes on a project. Their job is to look at the completed work and make sure there are no hidden errors that are slipping through.

What a Proofreader Doesn't Do

A proofreader *does not* re-write the text or give advice on how to do so.

They are not going to give you recommendations on stronger sentence structure, person shift, or how to give more depth to the storyline. If you’re looking for that then you’re looking for an editor. A proofreader is simply looking to make sure that punctuation is used properly and that there are no sneaky misspellings.



A proofreader makes the writing readable. An editor makes the reading enjoyable. Both are essential in order to have a strong piece of writing.





What needs to be proofread?

Anything in the written word: newspaper articles, blogs, books, emails...the list truly is endless. But what is important is that each is properly proofread based on the style that the writer has requested.

Having a proofreader who can do their work efficiently will guarantee you a stellar finished piece of work!

Why is a Proofreader Necessary?

Great question! Imagine this: A single mom is trying to get her two kids ready for school. Would she be able to drive them and get them dressed at the same time? I know some of you are saying 'yes,' and I am sure it is possible. But would it be safe or practical? No. It's the same concept with editing and proofreading - it may be possible to do both but it isn't practical. By allowing editors and proofreaders to fulfill their roles, the cost it will be to have a proofreader will be nothing compared to the success of your finished work. If this is an important piece of work, you want to make sure it's going to be as perfect as it can be. It may be an investment to hire a proofreader, but it's a wise one.