

# *What does a proofreader do?*

Proofreading is the final stage in the editing process. A proofreader will give your writing that final polish.

A proofreader will:

- check for errors in spelling, punctuation and grammar
- make minor amendments for comprehension
- ensure that all items on the page are consistent, put in the correct place and follow the style requirements
- check that any tables and diagrams are correctly numbered, labelled and put in the right place
- check that references and citations are correctly formatted
- check that an index is formatted consistently.