Proofreader Job Description

Duties and Responsibilities:

- Read and evaluate written text for grammatical and typographical error
- Liaise with writers and editors to determine the composition of specific texts in a document
- Compare typeset proofs against original copy to identify errors or omission
- Use word processors and other specialized software to make changes on typeset documents
- Evaluate the dimensions of page elements such as images, text spacing and positioning to ensure they conform to set specifications
- Ensure page numbers are in the right order and not repeated or omitted
- Analyze documents to ensure chapter titles match list of contents
- Use symbols which are standard and recognized by printing and publishing companies
- Mark corrections highlighted by editors/authors and ensure they reflect on the master set proof
- Rephrase written text to ensure document structure and content are consistent
- Stay abreast with grammatical development as well as new terminologies in a language
- Ensure illustrations are suitably captioned and referenced
- Contact authors directly to clarify grammatical inconsistencies related to style and text choice
- Forward proofread materials for approval and publication
- Ensure project is completed within set time constraints.

Proofreader Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a proofreader, you require a Bachelor's degree most preferably in English, journalism, or mass communication, or in a related field. Employers usually require

proofreaders to have about 2 years of experience proofreading or editing written content. Knowledge of standard proofreading practices, procedures, and concept is also required

- Attention to details: Proofreaders are able to identify and rephrase grammatical errors to ensure an error-free text
- Teamwork skill: They are adept at working with authors, editors, and typesetters to publish comprehensible write-ups
- Spelling/Grammar Skill: They are able to correctly assemble words and apply them in writing.