

## How to check your proofs

### *General guidance*

You should plan to read the proofs at least twice. The first time, read it against your original manuscript to check that all parts of the manuscript have been included. Then read it for sense. You are expected to limit changes at this stage to the correction of errors; the proof stage is not the time to make trivial changes, improve prose style, add new material or delete existing material. Corrections at this stage are expensive, and new errors may be introduced.

Carefully check proofs against the original text for accuracy and for proper spelling, punctuation, separation of paragraphs, order of headings, and citation of references, figures and tables. Please be aware that spelling and punctuation may have been altered by the copyeditor to match the journal style. Pay attention to the appropriate location of tables and figures in relation to their first mention in the text. Check equations and numeric data (e.g. in tables) against the original text for accuracy.

### *Queries*

Queries from the copyeditor or typesetter will appear on the first page of the proof. You should respond to all queries.

### *Hyphenation*

Check end-of-line breaks on proofs carefully. Most computer systems used for page composition have their own rules for hyphenating words at the ends of lines. In the American system, word division is based on pronunciation, whereas in the British system it is based on etymology. Take special care with scientific terms that have hyphens as part of their structure, and equations or mathematical expressions in running text.

### *Artwork*

Ensure that all figures are present and that they have been numbered and oriented correctly. If any changes are necessary, you will need to supply the corrected artwork. Check halftones to ensure that labels are present and that areas of interest are visible.

### *New content*

Authors may want to add at proof stage some text on important observations made since submitting the manuscript. The decision to allow such additions must be left to the editor. Adding new content to a peer-reviewed article under an old 'received' date is generally considered unethical if that content has not been judged for its acceptability by the peer reviewers. The editor may suggest including a dated addendum or 'note added in proof' containing the new material, which will remove the need for changes in the text.