



# Author Pre-Publish Review Checklist

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Proofreading is the final stage of reviewing your book for minor errors (metadata, grammar, spelling, punctuation, formatting, links/urls). Use this checklist to review your book before final publication. By diligently reviewing these aspects of your book and associated materials, we can significantly reduce errors and ensure a smoother final publication process.

We are here to help answer any questions. Thank you!

## Manuscript & Contributor Content

- Each chapter has been reviewed and approved by contributing authors.
- Chapter order, numbering, and headings are consistent.
- Proofread text for spelling, grammar, and capitalization errors and consistency.
- Contributor bios are included and current, if applicable.
- All citations, references, and bibliographies follow consistent style.
- Front matter (TOC, foreword, introduction) and back matter (index, contributor list) are final (please note that LP@UF is finalizing front matter cataloging details).

## Design & Layout

- No image or layout-related spacing or alignment issues.
- Font and typesetting are consistent across the manuscript.
- Figures, tables, and images are clearly labeled and placed correctly.
- Image permissions and credits are included.
- TOC reflects correct page numbers and headings.

## Digital Review

- Internal and external links (e.g., index anchoring or digital repositories) are working.

### Author Signature

- I have reviewed and approved the final version of my book for publication.
- I have reviewed and need changes (provided in a Word doc, PDF, or via email).

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please email back to Tracy MacKay-Ratliff, Director of LibraryPress@UF, [tmackayratliff@ufl.edu](mailto:tmackayratliff@ufl.edu).