05 Proofreading a book – a possible workflow

Here's what I do as I start a new book job, if I'm proofreading – I've recorded it here just as a suggestion as to what I find useful.

Action	Result
Read the brief and/or style guide (if provided) and fill in as much as possible of the stylesheet	Some items decided on stylesheet (see Appendix 7)
If the book is in separate files, create an AllWords file using *MultiFileText*	All the words (inc. footnotes and text from textboxes), but no images, in one file
Run *DocAlyse*	Stylesheet with more decisions, including some items in the word list, e.g. co(-)operate, learn(t/ed) etc
If no decision on UK/US English, run *UKUScount*	The numbers of UK and US English words, and hence a language decision
If no decision on is/iz, run *IZIScount*	The numbers of -is- and -iz- words used, and hence an is/iz decision
Run *SpellAlyse* and *SpellingErrorHighlighter*	Actual spelling errors highlighted; or a list of spelling errors and corrected words for use with *FRedit*
Run *HyphenAlyse* (and also *WordPairAlyse*)	Frequencies of all hyphenated words and of all words with certain prefixes (anti-, non-, post-, pre- etc)
Run *ProperNounAlyse*	A list of possibly misspelt proper nouns, including frequencies
For academic jobs, run *CitationAlyse*	List of referencing problems