

Things to Check in NJLA Newsletter Proofing Stage

- * It is always encouraged to print out a copy of the newsletter for proofing if possible, as your eye catches more in print than on the computer screen.
 - * Proper month, theme, and the issue's volume and number are on top of page 1 (Spring issue starts new volume.)
 - * All headlines are spelled correctly
 - * Headlines match the TOC, and the TOC has the right page numbers
 - * Every feature has a byline at the top and a bio at the end
 - * Bio at the end has the author's name in bold
 - * Every story that "jumps" has these features:
 - continued on page...
 - continued from page...
 - headline reminder on jump page
 - * Every URL is a live link and it goes to the proper website
 - * Pictures match captions; captions have correct grammar and punctuation
 - * All names in the People section are bold
 - * Every ad has a live, correct URL
 - * Ad Index has correct spellings, page numbers, and links
 - * Everything follows grammar and punctuation rules (Writers Guidelines)
- *** When you find an error, please mark it on the PDF with the "sticky note" feature. (Simply right-click near the area, choose "sticky note," and type your comment into the box that pops up.)