

TIPS FOR AUTHORS

Guidelines for Managing Page Proofs: Seven Steps to the Finish Line

Nellie Kremenak, PhD

Manuscript Editor, *Journal of Prosthodontics*

doi: 10.1111/j.1532-849X.2009.00516.x

Correcting the proofs for an accepted manuscript is a crucial part of the publication process. Here are seven steps to ensuring that the process works efficiently.

1. **Follow the instructions.** Your proof will come with full instructions on how to make any necessary corrections. Be meticulous in following those instructions to ensure that the staff member receiving the corrected page proof will fully understand your changes.
2. **Respond to queries raised by the copy editor.** You may have omitted a coauthor's affiliation, or left a sentence incomplete. Read and follow the instructions on how to indicate needed changes.
3. **Look for typographical and formatting errors.** Read the proof carefully, looking for mistakes that may have occurred in the typesetting process. A word that you meant to appear italicized may have reverted back to a regular font. A word may have been omitted. Are the columns in tables aligned correctly? Has any inappropriate or undesirable spacing crept in? Follow the instructions carefully for indicating any necessary changes.
4. **Do not rewrite your manuscript.** A specific amount of space has already been allotted for your work. Substantially changing the space requirements at this stage will seriously interfere with the production of the whole issue. In addition,

the work as printed in the page proofs is the manuscript that was approved by the reviewers and editors. Substantial changes made at this stage may require that the manuscript be reviewed again.

5. **Keep to the schedule.** The copy editor will ask you to return the proof quickly, usually within 48 hours. It is critical to abide by the designated time schedule. Bringing out a finished issue of the *JP* is a complex project and depends on everyone involved carrying out his/her responsibilities on time. As an author, you have an integral role in that project and it is important that you fulfill it on schedule.
6. **Follow the instructions for returning corrections.** Usually two options are given. The author may e-mail a message to the copy editor listing instructions, including page number, column, and line for each instruction. Or, a page proof of the article with the corrections indicated in the margins and in the text can be scanned and then e-mailed to the copy editor as an attachment.
7. **Remember to order reprints.** Finally, this is the time to order reprints to ensure that you get the best price. Reprints ordered later will be more expensive.

Correcting page proofs is the last stage in the publication process. This task deserves your careful and immediate attention. Don't delay production of the issue by postponing it.

Copyright of Journal of Prosthodontics is the property of Blackwell Publishing Limited and its content may not be copied or emailed to multiple sites or posted to a listserv without the copyright holder's express written permission. However, users may print, download, or email articles for individual use.