

GRAND SQUARE HEAD PROOFREADER – DUTIES

- Receive each edited article, ad, announcement, list, etc. from the Article Editor, Ad Editor, and Editor in Chief.
- Review for accuracy of content, accuracy of grammar, and conformity to *GS Style Sheet*. Make corrections as needed.
- Email edited version back to the relevant editor.
- When layout has been drafted, receive complete document from Editor in Chief. Make corrections as needed and email back to Editor in Chief.
- Serve on proofing team.
- After edits have been made following proofing session, review final document before issue is sent to printer.