

GRAND SQUARE PROOFREADING TEAM – DUTIES

- The ideal proofreading team consists of the editor plus six proofreaders who work in three teams of two each. The teams review the entire draft document prior to printing using the following materials:
 - 1 copy of complete issue
 - 2 additional copies of dance calendar, index page, and back page
 - 3 calendars for the year(s) covered in the issue
 - 3 pens with red, blue, and green ink
- Divide the complete issue from page 1 through the last page prior to the dance calendar into three sections. Each team of two receives one of the sections. Each team also receives the dance calendar, index page, and back page; a calendar for the year(s) covered in the issue; and a pen.
- Each team checks:
 - All dates in ads for accuracy against the calendar, dance calendar, and back page.
 - All articles, ads, announcements, etc. for accuracy against the dance calendar and indexes.
 - All club headers for accuracy against club ads and back page.
 - Page references for club (and other) ads.
 - Page references when articles are continued onto another page (both “on” and “from”).
 - Website and email addresses for formatting: italicized, hyperlinked/underlined, black in articles (blue okay in ads). Exception: back page addresses are hyperlinked but not underlined to avoid “busyness” on the page.
- Make corrections in the team’s pen color.
- Pass the set of pages on to another team so that every page is reviewed by at least two teams.
- After the editor makes revisions on the computer and prints the new pages, check the revised pages against the handwritten corrections on the originals.