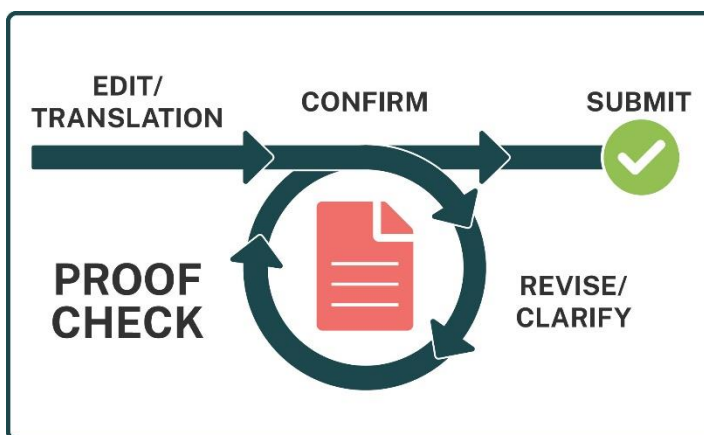


## Everything you need to know about proof checks

Brian F. Sanford and John Zepernick, MS

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High-quality editing and translation may require some communication between the author and the editor or translation team (translator + editor). When the authors read the first edit or translation of their manuscript, they may want their editor or translator to look again at some specific parts of the text. This will be done during another cycle of

checking and revising the text, known as a “proof check”. Not all authors will need a proof check, but some who make changes to their manuscript or want to clarify some points or wording can really benefit from having a proof check.

During a proof check, authors can give their editor or translator feedback, answer their questions and offer clarification, or ask them about making a specific wording change. Authors can directly revise the wording themselves and/or add comments about their preferred wording and ask for these changes to be checked and revised as necessary. As such, proof checks are a natural and important step in the translation or editing process.

Here at ThinkSCIENCE, we offer **free proof checks** as part of our editing, proofreading, and standard translation (translation + editing) services because we believe that they are the best way for authors to ensure that their research is presented clearly, accurately, and with authority.

In this short feature article, we’d like to explain the value of proof checks so that authors can decide when they are needed.



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## What is a proof check?

A proof check is when you send your edited or translated manuscript back for a second—and usually final—check. In the proof check, we will check any revisions you make to the text and answer any questions you may have. We also use this as an opportunity to double-check any new areas of text. While we make efforts not to change areas of the translation or edit that authors are happy with, we may additionally make minor revisions to ensure a consistent tone and flow are present between the original and newly revised text.

## Why have a proof check?

A proof check gives you the chance to have a final check of any changes you have made to the manuscript after the initial translation or edit. These changes may be made for several reasons:

- Confirming which of the editor’s suggested edits for an unclear phrase was correct or explaining a difference in the intended nuance.
- Answering an editor’s question about the text (e.g., indicating preferred technical terms, resolving inconsistencies, or clarifying the intended meaning), so that the editor can re-edit the text in question to fit accurately and smoothly with the surrounding text and the context of the manuscript as a whole.
- Although proof checks are often optional, we sometimes recommend them when manuscripts have undergone heavy editing or when the editor has many questions regarding the author’s intended meaning.



## Examples of translation team or editor queries

We use yellow double-brackets for our comments and queries to the authors because they are easy for the authors to find in the text (Ctrl + F → “[[”). Although most word processing software (e.g., Microsoft Word) includes built-in commenting functions, in our experience, it is easy to overlook small comment boxes depending on the software’s settings. So, we put the comments directly in the text.

Here are two common examples: **[[Is this your intended meaning?]]** and **[[Please confirm]]**. If the text is worded correctly, then you can simply delete the highlighted comment from the text. You don’t need to reply or a leave comment unless you wish to. Your editor can check the text for consistency and logical flow again during the proof check.

This is another example: **[[Do you mean “xxxx” or “yyyyy” here?]]**. Here, if one of the suggested phrases is correct, you can simply keep the correct suggestion and delete the other option. If the suggestions do not match you intended meaning, then you can write your new wording directly in the text for the editor to check. You can also add a comment or explanation for the editor if you wish.

We always try to minimize the length and complexity of our comments, questions, and explanations so that you can quickly and easily address them.

If you can directly change the wording in the manuscript (rather than leave a comment asking the editor to do it), then this will speed up the proof check process.

**Note:** Any comments that we **[[highlight in gray]]** refer to changes or additions that should be made in line with the guidelines of the target journal, which we can check as an [additional job component in our Guidelines for Authors service](#).

## Do I need a proof check?

A proof check may not be necessary if the edited paper conveys your meaning exactly, all of the editor’s comments to you are resolved, and you have no remaining questions for the editor.

However, if you’ve made any changes in response to the editor’s comments—or if you need to tweak the text to better convey your meaning—then there is value in having the editor take another look at the text to make sure everything is in order. This is because your changes in one part of the text might have implications for other parts of the text. Therefore, your editor will



check also check the unchanged text to make sure there are no problems in consistency or logical flow.

For example, suppose you add the following sentence: “Cardiopulmonary resuscitation (CPR) was performed for 5 minutes (Fig. 3)”. Your editor will check a number of points.

- Has the abbreviation “CPR” been introduced elsewhere in the text?
- What is the style used for numbers (“5” or “five”)?
- Are units of time abbreviated or written out (“min” or “minutes”)?
- Is the style of figure callouts consistent (“Fig.” or “Figure”)?
- Is Fig. 3 called out in the correct order?

Although these considerations may not seem critical at first, they are necessary to ensure that clarity is preserved and that your paper is seen as authoritative by your peers. As editors and translators, we use our experience, knowledge, and judgement to identify and fix these types of possible problems that can arise when the wording is revised. Although AI and machine translation tools can help make grammatically correct sentences, they can often produce text that does not fit within the context of a revision.

## Requesting a proof check

If you decide that your paper might benefit from a proof check, there are a few points to keep in mind. Consider the following when revising your paper for a proof check.

- Multiple authors will often review the edited or translated manuscript, so make sure everyone agrees about terminology and style. This will avoid introducing inconsistencies.
- In translation, there are often multiple ways to translate a piece of text. For example, there might be multiple synonyms that fit a particular Japanese term. In a proof check, you can let us know if there are any terms you prefer to use.
- You can ask some questions if you are not sure whether the translated or edited text has the exact nuance you intended or if you would prefer to use a specific term, or you can ask whether any newly coined terms are suitable.
- Be sure to correct any proper nouns, such as names of institutions or people.



- In some cases, when you want to ask a question about the edited or translated text and the explanation or question is complicated, you can write what you mean in Japanese if you prefer. Our team can explain or translate this to the editor to ensure accuracy and nuance.
- If you want to revert one of the editor's changes to the original wording, then you can explain why and the editor can check it again. This is especially important when the editor has asked you a question—if you don't answer the editor's question, the text will still likely be unclear or not flow well with the surrounding text.

## If you are in a hurry

If you are in a hurry, then please let us know. We normally handle proof checks within 1–2 working days, but we may be able to complete it the same day as an **EXPRESS** proof check, depending on the availability of staff and the volume of work needed. Please tell your coordinator if you need expedited service.

## Certificates

Many journals request certificates of editing or certificates of translation from authors whose first language is not English. We are happy to provide certificates as [an additional support service](#). Certificates are generally issued after the final proof check has been completed, when no further changes to the manuscript are required. Note that as part of our [free Member's Rewards Program](#), we offer certificates of editing, proofreading, and translation free of charge to our members.



## Summary

To sum up, please do try to take advantage of your free proof checks if you wish to make changes to the text after you receive your edited or translated manuscript. Proof checks not only give you the chance to ask questions about the delivered manuscript but also enable us to make sure that your intended meaning is conveyed accurately and clearly.

Should you have any questions about proof checks, or any of our translation or editing services, please do not hesitate to [contact us](#). We are happy to answer any questions you may have.

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