

PROOFREADING INSTRUCTIONS

Thank you for your help in proofreading these newsletters. The following instructions are a general guide to help as you proofread. Whether you are proofing one or several newsletters, your assistance will help ensure that the newsletters will be as accurate and useful as possible. Please return your corrections as soon as possible so that they can be used to help prepare the newsletters.

VERSION NOTE: For copyright purposes, all quotes from the Bible are from the **King James Version**. Please refer *only* to the King James Version when you do all proofing work.

I. **ALL PROOFREADERS:**

If you proof a single newsletter *or* more than one, please make note of the following:

1. **General errors:** Please note all spelling, punctuation, or grammar errors.
2. **Verse errors:** Please look up every verse reference and note any that are inaccurate or do not match its quote from the King James Version.
3. **Confusing statements:** Please note any statements that are confusing or not clear.
4. **Potential audience confusion:** Please try to read the newsletters as if you were unfamiliar with the Bible (as the target audience is likely to be) and note any points that may need to be changed, added, or clarified for to help the audience better understand.
5. **General appearance:** Please note any formatting, layout, or general appearance items that might be improved to make the newsletters more visually appealing to the readers.
6. **Other suggestions:** Please note any other suggestions you may have that might make the newsletter better or more well received.

II. **ADDITIONAL PROOFING FOR MULTIPLE NEWSLETTERS:**

If you are proofing more than one newsletter, please check all 6 items above *and* the following items as well:

1. **Q&A consistency:** Please note any questions that are not accurately answered in the following week's newsletter or do not match up in some way.
2. **Format / layout consistency:** Please note any places where the general formatting or layout is different between newsletters.