

# Section 12

## Editing and Proofreading

### **Editing and Proofreading Guidelines (¶¶1201–1206)**

The Editing and Proofreading Process (¶1201)

What to Look For When Proofreading (¶1202)

What to Look For When Editing (¶1203)

Editing and Proofreading at the Computer (¶1204)

Using a Spell Checker and a Grammar Checker (¶1205)

Proofreaders' Marks (¶1206)