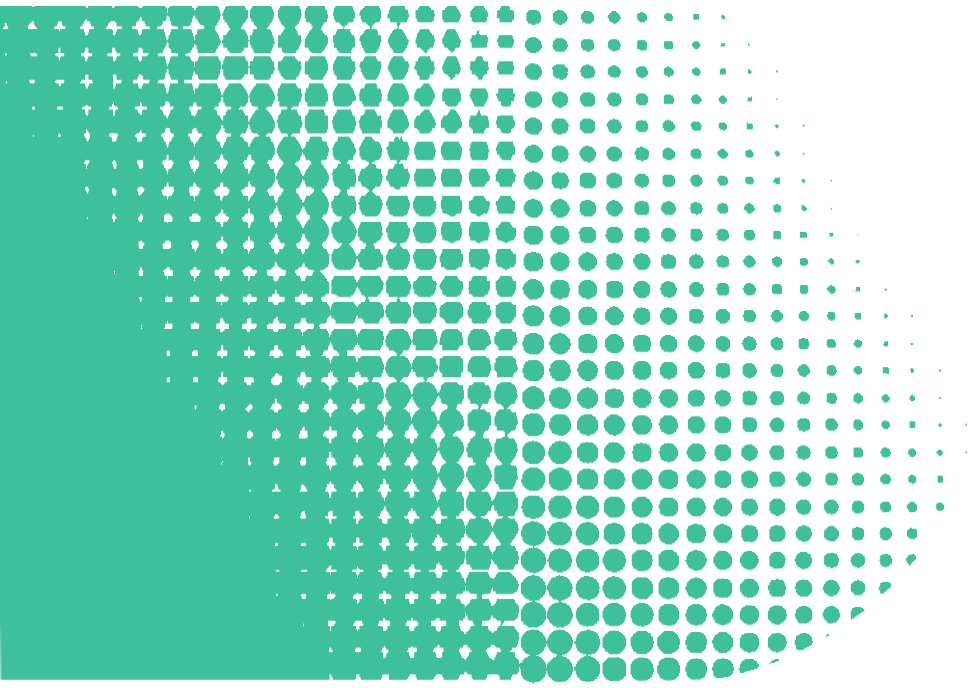
ATLAS translations

Proofreading Checklist

October 2026



Proofreading Checklist

Proofreading is the task of comparing a translation with the original text, and ensuring that there are no spelling mistakes, grammatical errors, misunderstandings, omissions or ambiguities. A proofreader will also consider the style and vocabulary of the translation, and may make constructive suggestions to improve the syntax and clarity of the text. The proofreader will also verify tables, figures, numbers, names, abbreviations, spacing, punctuation, metric conversions etc.

If your translation is for internal use only, you may decide that a proofreading stage is not essential. We strongly recommend proofreading for all material destined for publication, just as you would expect with any material produced in English.

If you decide to add proofreading to your translation project, once our linguist has translated the text into the required language, they return their draft to us. We then ask another linguist, equally qualified and experienced in translation in the same field, to proofread the first translator's work. Our proofreader may make suggestions and make final amends.

If any reference material, previous translations, or a glossary of terms is available to help with the consistency of style and vocabulary, this is always appreciated by our proofreaders.

Proofreading is charged at an hourly rate, according to the language and subject matter involved. Assuming the text has been written or translated by a suitably qualified professional, we recommend that you allow one hour of proofreading per 1000 words of text. However, if it is a longer text, the proofreader will gain familiarity with the project and is able to work faster. Please contact us for a quotation.

We refer you to our terms and conditions of business; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your project:

- Which language(s) do you require?
- What is the subject matter of the text?
- Who is your target audience?
- If you already have a translation for proofreading, was it done by a professional human translator or AI?
- Will the proofreader be reading the text cold or will they need to refer to a previous version of the text?
- How many pages or words are there?
- When is your deadline?
- In what format will you supply the text?
- Will you provide the proofreader with a style sheet?
    - This could be details of preferred terms or company preferred fonts and spelling etc.
- Do you have any special instructions for the proofreader?