

Five Principal Responsibilities of the Proofreader

The “proof” of a bill ensures that:

1) The anatomical “body parts” of the bill are present and correct

The proofer makes sure that the skeletal structure of the bill is complete so that the technical integrity of the document is ensured:

- Boilerplate text (9 elements) is present and accurate
- Bill title and subtitle are present, correct, and properly formatted and punctuated
- The enacting clause is present and accurate
- Bill sections are properly sequenced and formatted with Code section references and introductory language
- Markup (strikethrough and underlining) is correct

2) The most recent version of the Arkansas Code is set out in the bill

By reading each bill with “old language” in its bill sections against existing law, the proofreader ensures that what is set out in the document is a true and correct representation of current statute. The most recently published version of the Arkansas Code appears in only one of three printed texts at any given moment:

- The ACS (Advanced Code Service pamphlet);
- The supplement to the bound volume; or
- The bound volume

3) All citation references are correct

By “checking off” references to federal law and other parts of the Arkansas Code, the proofreader ensures not only that the cites are in existence but also they seem to be correct in terms of subject matter relative to the context of the statutory language—both old and new.

4) All internal references and references to entities are correct

Referring to the Masterlist, the proofer verifies that entity names are correct and referenced accurately and according to Code style. Referential language is also checked for adherence to Code style.

5) Formatting is correct and lists are subdivided correctly with proper conjunctions and end punctuation

In a final pass over the document, the proofer checks to ensure that lettering and numbering designations are accurate and that parallelism is maintained for items in lists.