



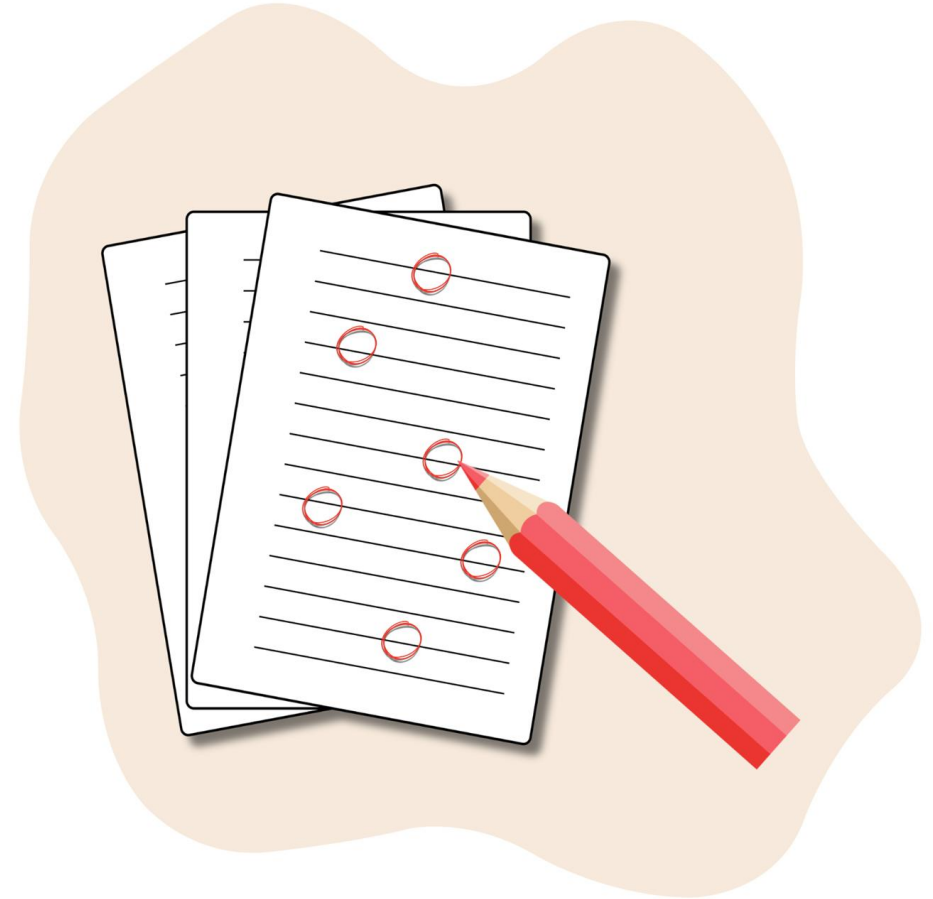
JEADV

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Correcting Galley Proofs

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What are galley proofs?

Almost there! Your **last** opportunity to **correct** and approve **your paper**!

- ❑ Galley proofs (or simply proofs) are the **pre-print version** of your article.
- ❑ At this stage, the formatting process is complete, and your **approval** is now required.
- ❑ An **email** with a link to the galley proofs will be sent to you approximately between **1 and 3 weeks after your paper has been accepted**, depending on the article category.
- ❑ As the layout of the article has already been set, any **major corrections should be minimal** to avoid delay in the online publication of the paper (early view).



Galley proofs checklist

- Author names are correctly spelt, and given/family names are properly identified
- Author affiliations are up-to-date
- All **ORCID IDs** are included and correct
- All figures** and tables are properly cross-linked in the article and are of high quality
- All corrections follow the journal style guide, and all production comments have been addressed
- References** are up-to-date and in the correct format
- Deadlines are respected (late proof submissions may delay publication)



Important information:

Check that funding source and grant number are included (when applicable)

Galley proofs journey

The right-hand panel allows author to follow the manuscript's progress through the publication process.

- ❑ The image on the right shows an example of proofing status.
- ❑ The **orange circle** highlights the current proofing stage.
- ❑ To view the current stage of the article, click on the **info icon** in the right toolbar at any time.
- ❑ The panel also shows the **start date** for your task and the **expected completion date**.
- ❑ **Completed stages** will be displayed in blue, indicating they have been successfully finished.
- ❑ **Upcoming stages** will appear in grey after you've completed your task.



Instructions on completing the galley proofs

- Major points:

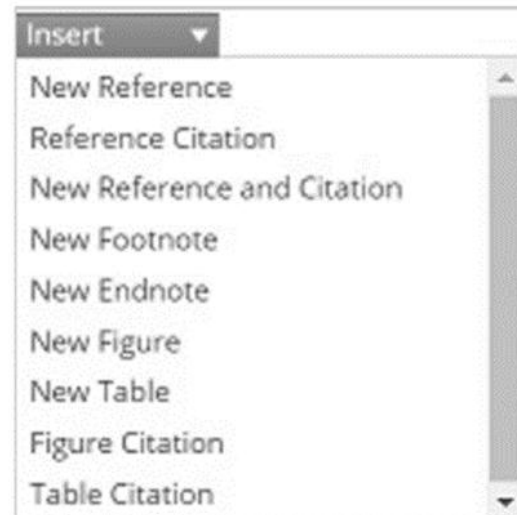
You may use any browser, but **Chrome** is highly recommended for optimal performance.

Any corrections should be **typed directly in the text** as when using Microsoft Word.

Important: Changes will be lost if you hit the Refresh function. Do not refresh unless your progress has been saved.

- Formatting the galley proofs:

Use the **“insert”** function to add new references, figures, tables, equation, URL, email, author, affiliations, footnote, symbol.



Correcting Galley Proofs

- Wiley’s video tutorial on galley proofs is available [here](#)
- Wiley’s Online Proofing System user manual is available [here](#)
- Check-out the help section



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