

## TYPICAL AUTHORS CORRECTIONS

At the start of a project, it is easy to assume that there will be few, if any authors corrections.

Bit by bit they creep into a project – beyond even the best project manager’s resolve.

Just before you say it won’t happen to you, browse through this list of authors corrections that we’ve encountered over the past few years. Some took just a few minutes to complete, others a few hours.

They are worth keeping in mind when you prepare your budgets.

Correction	Why
Redo all the graphs throughout the report	Finance department changed one figure which impacted on all pie graphs throughout report
Retouch image of directors to change background	One of the directors was not available at photoshoot so previous image had to be used. It was updated by photoshopping the background to match the others
Replace images throughout report	Decision-maker disagreed with image selection – they were not at a key meeting
Redo contents listing	Subhead and three paragraphs of text was deleted on early page which meant that all of the text flowed back and one page was deleted. All left hand side pages became right hand etc, etc.
Reshoot images around office	Two members of staff resigned and asked that their images not be reproduced in the report.
Take in changes throughout text	Member of board given text to read at late stage and has taken it on themselves to edit all of the content for grammar.
Redraw map	Draw map that had been supplied for print but deemed not appropriate to publish
Increase all of the body copy font size by half a point	Key decision-maker was not available for approval meeting and disagreed with approved design
Add new paragraph of text to CEO’s column	New copy supplied (5 paras) – didn’t matter how much I juggling that double page spread it wasn’t going to fit – included new page, which pushed everything on. Because pages are divisible by 4 had to add 3 more pages throughout. Much juggling. New print costs. Weigh document to ensure it is not over 500 grams.
Take in changes throughout financial section	Finance department changed one figure that impacted on the balance sheet and notes throughout
Change colour palette	Cover image was pulled and colour scheme was based on that image. Change colour on every graph/chart throughout.
Redo base page design	Case studies were designed as 100 word cameos but writer has supplied between 400 - 450 words for each one. Redesign page to fit larger case study, reduce photograph.

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