

PROOF CORRECTION MARKS

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A standard set of signs and symbols commonly understood by all those involved in preparing copy for publications. Proofs that are being corrected should be marked in the margin as well as in the text so the typesetter can see where the corrections occur.

INSTRUCTION	TEXTUAL MARK	MARGIN MARK
No corrections on this page	[None]	
Leave unchanged (stet)	<u>InterColour consortium</u>	
Remove unwanted marks	under ^o no circumstances	
Refer to appropriate authority	<u>InterColour</u> consortium	
Insert new matter	The red hen	little h
Insert additional matter	required h However, as	
Delete	See the table on page 5.	
Delete & close up	See <u>the</u> table on page 5.	
Substitute character	The little red h un	e
Substitute string of characters	The little red hun	black
Wrong font used replace with correct font	Too <u>many</u> cooks	

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INSTRUCTION	TEXTUAL MARK	MARGIN MARK
Insert a full point	This sentence must end /	⊙
Insert a semi-colon	This is wrong / I should	;
Insert a comma	Fish / chips and peas	, ⊙
Insert single quotes	The / liberated / territory	‘ ’
Insert double quotes	The / liberated / territory	“ ”
Insert apostrophe	The child s pajamas	’
Set in or change to italics	An <u>incredible</u> fortune	<i>lll</i>
Set in or change to bold	An <u>incredible</u> fortune	lll
Set in or change to bold italics	An <u>incredible</u> fortune	<i>lll</i>
Set in or change to capitals	When in <u>Rome</u> , do as	≡
Set in or change to small capitals	<u>When in Rome</u> , do as	≡
Capitals for initials: rest in small caps	<u>When in Rome</u> , do as	≡
Change capitals to lowercase	<u>FAILURE</u> is seen	≠

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INSTRUCTION	TEXTUAL MARK	MARGIN MARK
Change small capitals to lower case	FAILURE is seen	≠
Change italic to roman	An <i>incredible</i> fortune	44
Start new paragraph	are confirmed. The new name for the company is	┌
No new paragraph; run on	are confirmed. The new name for the	~
Insert space between characters	This typeface is called	Y Y#
Close space between characters	This typeface is called	⌒
Indent text by amount indicated	The new name for the	┌ 1em
Cancel indent	← The new name for the	┐
Transpose characters	Accidents ahppen	┌┐
Transpose words	This fat full cheese	┌┐
Take over to new line	Cider apples have been a major source of income	┌
Take back to preceding line	Cider apples have been a major source of income	┐